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ABSTRACT

This report presents required state and federal information and administrative and procedural information related to Kansas school food service programs. These programs include the National School Lunch Program, the School Breakfast Program, the Child Care Food Program, the Special Milk Program, and the Nutrition Education Program, and training for food service personnel. The 1977 programs are evaluated, and projections are made for the fiscal year 1979 programs. One chapter explains each component of the program, including requirements and procedures for fulfilling them. Overall program evaluation and needs assessment are discussed. (JM)

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State Plan for Fiscal Year 1979

School Food Service

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Approved By State Board of Education
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Approved By Governor Robert F. Bennett
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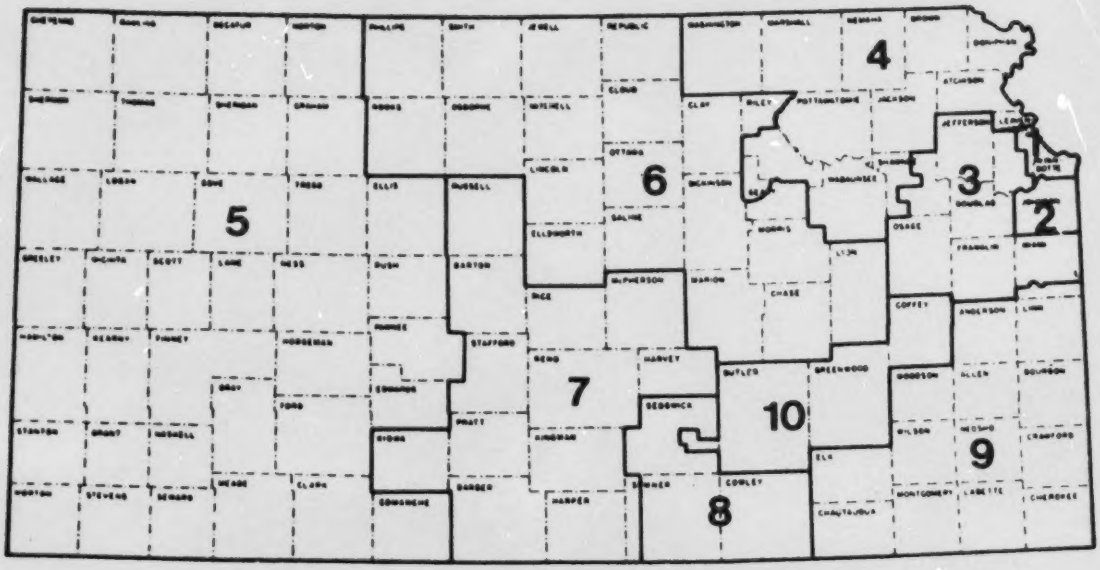

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FOREWORD

Efficient program management and program accountability are among the goals of the State Department of Education. To fulfill these goals, the School Food Service Plan presents required state and federal information and objectifies the administration and procedures of the child nutrition programs.

At the outset of the Plan, a decision was made to seek the widest possible sources of information and involvement in the planning process. In keeping with this approach, the School Food Service Section relied upon the input of a School Food Service Task Force. Membership in this Task Force was drawn from school districts' food service personnel, school administrators, and child care center directors. Recommendations of the Task Force were incorporated in a draft of this Plan.

This Plan is intended to serve as a guide for the development and success of efficient nutritional programs at the local level.

Merle R. Bolton
Commissioner of Education

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INTRODUCTION

The school food service programs administered by the School Food Service Section of the State Department of Education exert major nutritional and educational influences on the state. The extensive programs of applied nutrition help the development of good eating habits which set a pattern for the maintenance of good health throughout life. The programs provide learning experiences about food and food values which reinforce classroom learning through actual practice. A number of school officials report that, for many children, participation in school food service programs brings about better attendance, increased attention span, improved scholastic performance, and improved attitudes toward school.

The school food service programs also have an impact on the economics of the state. In fiscal year 1977, the school districts spent approximately 49 million dollars for food, labor, equipment, and utilities in their respective food programs. To plan, prepare, and serve the food, 5,305 school food service personnel were employed to serve primarily children; but some communities have chosen to extend services to senior citizens. Indirectly the school food service programs influence the economics of one-parent families and working mothers.

The United States Department of Agriculture administers the programs at the federal level through the Child Nutrition Division, Food and Nutrition Service. Administrative authority and responsibilities flow from these divisions through the Denver regional office to the State Department of Education. Within the department the School Food Service Section administers the programs according to agreements with Child Nutrition Division and under state legislative authority. The section is then responsible for making agreements with participating schools or school districts.

The federal-state-local agreement for all programs is based on five major criteria: 1) to operate a nonprofit food service, 2) to serve meals that meet specified nutritional standards, 3) to serve food free or at reduced price to those who cannot afford the full price, 4) not to identify before his classmates the child who is receiving a free or reduced price meal or free milk, and 5) not to discriminate because of race, color, sex, or national origin. If any Civil Rights violation is found during the review process, a letter concerning the situation will be sent to the school food authority or sponsor. Any problems will be worked out by correspondence and additional on-site visits.

No other state agencies are involved with the overall operation of the school food service programs. There are joint responsibilities for inter-agency activities. The Department of Health and Environment and the state and local Fire Marshall inspect school facilities for compliance with their respective regulations. Two divisions in the Department of Social and Rehabilitation Services work with programs receiving cash benefits through the School Food Service Section. 1) The state Youth Centers are under the Division of Mental Health and Retardation Services. Reimbursements for breakfasts, lunches, and extra milk are paid by voucher transfers from National School Lunch Program, School Breakfast Program, and Special Milk Program funds. In these institutions reimbursement is paid for breakfasts and lunches served on weekends and school holidays. 2) In the Division of Services to Children and Youth, the Early Childhood Development Unit approves the child care program and staff for licensing which is done through the Bureau of Maternal and Child Health in the Department of Health and Environment. To be licensed, a center must meet health environmental standards.

Both the Department of Social and Rehabilitation Services and Department of Education perform on-site reviews and monitor for compliance with their respective departmental regulations. The Early Childhood Development Unit relies on the expertise of the personnel in the School Food Service Section to determine whether or not participating centers are fulfilling program requirements.

The Division of Accounts and Reports, Department of Administration, completes final processing of program reimbursement vouchers and prints warrants for local reimbursement payments. The School Food Service Section is dependent upon this agency for completing a portion of the reimbursement process.

The school food service programs have experienced a continuous expansion from the time school lunches were given permanent status in 1946, growing from approximately thirty attendance centers participating to 1,771 in 1977. The immense increase in participation indicates that school food service programs have become an integral part of the total education program. Some factors which account for the lack of participation of all eligible attendance centers are antipathy to federal aid and a financial policy which does not provide money for facilities and operational expenses for meals in schools.

Financial management of food services in the local nonprofit operations, both public and private, depends on the financial policies of the agencies involved. These policies are somewhat related to the history of the individual program and also to the fact that the school food service programs, although an essential school service, provides an income, unlike other services. Local boards first accepted federal assistance in the expanding food services without having to alter the break-even policy and with a minimum of local financial support. Such a policy affects many aspects of the program, the most obvious being an attempt to balance rising expenses by increasing income.

The Federal Management Circular 74-7 now requires that all sponsors and school food authorities be audited at least once every two years. Audits of sponsors and school food authorities will be conducted by the Fiscal Auditing Section in order of priority established by the School Food Service staff. Fifty percent of the sponsors and school food authorities will be audited by established order within the first year. The remaining 50 percent will be audited during the second year. In turn, the Kansas State Department of Education is audited by the Legislative Post Audit Section, which is directly responsible to the State Legislature.

The Fiscal Auditing Section is staffed by a director and six auditors who are independent from the School Food Service Section. The auditors complete a financial audit of participating sponsors and school food authorities. Audit reports are submitted to the LEA Finance Section and the School Food Service Section. Audit follow-up letters to sponsors and school food authorities are written and mailed by the LEA Finance Section staff. The staff strives to have follow-up and the resolution of audit findings completed three months after receipt of the audit report. Some of the audit findings reveal errors in meal and milk count, which result either in overclaims or underclaims. These errors can be corrected more easily when follow-up is timely.

Several types of service are common in the food service programs. One or more types may be used in a school district: food may be prepared in each district or in central kitchens serving the district and then transported to schools or institutions for finishing and serving. Food may be served in classrooms, gymnasiums, corridors, multi-purpose rooms, or in cafeteria dining rooms.

Since the beginning of the programs, the question of price has been a matter of concern when extent of participation is discussed. The student price ranges from forty cents in an elementary school to seventy-five cents in a secondary school; most prices are in the fifty-five cent range. Price is not the main factor affecting participation. The food itself is very important. If the food is attractive to look at, good to eat, and ample in quantity, it can overcome such adverse conditions as overcrowded lunchrooms and long serving lines. A variety of menus to include ethnic and racial tastes and local food habits increases participation, regardless of price.

CHAPTER ONE

EVALUATION OF SCHOOL FOOD SERVICE PROGRAM FOR 1977

OBJECTIVES FOR NATIONAL SCHOOL LUNCH PROGRAM

Statement of Objective #1 The School Food Service will make the benefits of the National School Lunch Program known and available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, color, or national origin.

Evaluation Procedure to Determine if Objective Has Been Met

The benefits of the National School Lunch Program will be available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, color, or national origin. A list of all public and private schools and public or private residential child care institutions will be on file in the School Food Service Section with the commitment from each school and institution that the benefits of the National School Lunch Program are available to all students. Records of attendance centers initiating the National School Lunch Program during fiscal year 1978 will be on file in the School Food Service Section. (Page 29, FY 1978 State Plan)

Information of program benefits and an application for participation were distributed to twelve residential child care institutions: The Farm, Inc., Reading; Institute of Logopedics, Wichita; St. Vincents Home for Children, Topeka; Manhattan Youth Care, Inc., Manhattan; Mr. Dan Carl, Salina; Phyllis Wheatley Children's Home, Wichita; Cookson Hills Christian School, Oberlin; Lyon County Youth Center, Emporia; Mr. John E. Cross, Great Bend; Wichita Day Care Association, Wichita; Maude Carpenter's Children's Home, Wichita; Youth Center of McPherson County, McPherson. Of those institutions which were contacted, the Phyllis Wheatley Children's Home, Wichita; and St. Vincent's Home, Topeka, plan to initiate the program in 1978. Information of program benefits and supervisory assistance were provided to these two centers.

Public school expansion of school food service benefits included Basehor-Linwood, USD 458, which initiated and implemented a food service program in six attendance centers, and Liberal, USD 480, which expanded its school food service to three elementary schools, thus involving all schools in the district. Hoisington, USD 431, which has five attendance centers, still did not implement a food service program because of difficulty in passing bonds to fund the construction of food preparation facilities. The district did participate in the Special Milk Program. The total number of participating attendance centers was 1,636.

Also participating were 87 private schools. This number fluctuates from year to year and within the year as a result of school closings and/or consolidation of food preparation facilities with unified school districts.

Statement of Objective #2 The School Food Service will assist those schools which have an average daily participation of less than 40 percent to increase their participation in the National School Lunch Program.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that those schools which have an average daily participation of less than 40 percent have been assisted in increasing their participation in the National School Lunch Program. (Page 30, FY 1978 State Plan)

The percentage of average daily participation is always calculated during the supervisory assistance reviews. Copies of the reviews on file indicate special assistance was given to schools having low participation. Methods of assistance included the following:

1. Providing survey sheets to record student likes and dislikes;
2. Discussing menu planning to include choice;
3. Suggesting make-your-own salad bar for high school students;
4. Discussing improvement of dining room atmosphere and serving area;
5. Suggesting the involvement of students;
6. Suggesting merchandising techniques; and
7. Encouraging school food service personnel to read the *School Food Service News* and to attend training workshops, professional meetings, and 36-hour vocational classes.

Ninety-four schools took advantage of Nonfood Assistance Funds enabling them to purchase equipment to offer choices, merchandise food items, and improve the dining room and serving areas.

Statement of Objective #3 The School Food Service will assist in the improvement of the recordkeeping phase of financial management of the food service programs in 5 percent of the school food authorities.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 5 percent of the school food authorities will be assisted in the improvement of the recordkeeping phase of financial management of the food service programs. Evidence of the activities to fulfill this objective will be on file in the School Food Service Section. (Page 31, FY 1978 State Plan)

Reporting, recordkeeping, equipment inventory, and printout analysis were discussed at one-day workshops conducted in ten locations throughout the state by School Food Service Section and the LEA Finance Section in September, 1977. Ninety-two percent of the participating school food authorities were in attendance at these workshops.

DATE	AREA	MEETING PLACE
Wed., Sept. 7	Topeka	Seaman High School Auditorium 4850 Rochester Road
Thur., Sept. 8	Manhattan	Education Center 2031 Poyntz
Thur., Sept. 15	El Dorado	High School Auditorium McCollum Road
Fri., Sept. 16	Iola	Recital Hall — Fine Arts Center On the Corner of Madison & Sycamore
Tues., Sept. 20	Colby	Ramada Inn 1950 South Range
Wed., Sept. 21	Hays	Black & Gold Room Fort Hays Union
Thur., Sept. 22	Salina	Room 300, City-County Building 300 West Ash
Tues., Sept. 27	Garden City	K-State Extension Lecture Room 1501 E. Fulton Terrace
Wed., Sept. 28	Pratt	Board of Education Office 401 N. Nimmesch
Thur., Sept. 29	Newton	High School Auditorium 900 West 12th

Supervisory assistance visits were made to new food service personnel in 1977. Recordkeeping was discussed during these on-site visits as well as during the routine supervisory assistance reviews performed by the specialists. Evidence of the workshops and supervisory assistance visits which include agenda and forms completed during the visit are on file in the School Food Service Section.

Statement of Objective #4 The School Food Service will encourage the concept of cooperative utilization of managerial personnel, such as a director of School Food Service.

Evaluation Procedure to Determine if Objective Has Been Met

The concept of cooperative utilization of managerial personnel will be encouraged through presentation and discussion as indicated in the records in the School Food Service Section. (Page 31, FY 1978 State Plan)

Copies of supervisory assistance reviews are on file and indicate discussion with authorized representatives concerning the concept of cooperative utilization of managerial personnel. USD #273 and USD #272, Cawker City and Beloit respectively, cooperatively employed a food service director and appear to be operating effective and efficient programs. An article about cooperative utilization of managerial personnel was printed in the January-February, 1978, issue of the *School Food Service News*. A copy of this issue is available upon request.

Statement of Objective #5 The School Food Service will continue efforts to diminish waste of foods without endangering the nutritional integrity of lunches served in 25 percent of the schools participating in the National School Lunch Program.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that efforts to diminish waste of foods without endangering the nutritional integrity of lunches served in 25 percent of schools participating in the National School Lunch Program were continued. (Page 32, FY 1978 State Plan)

The Director of the School Food Service Section continued to encourage School Food Service Specialists to conduct on-site visits to high schools. The implementation of "offer vs serve" in senior high schools was a concentrated effort to diminish waste of foods without endangering the nutritional integrity of lunches. One hundred forty-four senior high school reviews have been completed as of January 1, 1978. There are 388 high schools participating in the National School Lunch Program. These reviews indicated that buffet-type service was being used in approximately three senior high schools to merchandise food items and to allow choice food items. Copies of conducted Supervisory Assistance Reviews in which lunches are evaluated are on file.

Consultive nutrition education services were announced in the *School Food Service News.* This service was available upon request to school food authorities. Eleven visits by the School Food Service Specialist to review and/or assist with nutrition had been made as of January 1, 1978, and are on file in the School Food Service Section.

Nonfood Assistance Funds were allocated to senior high schools enabling them to purchase equipment to offer choice of food items and to implement "offer vs. serve."

Statement of Objective #6 The School Food Service, upon request, will assist school food authorities with in-depth analysis and evaluation of the efficiency of food preparation methods used by the district.

Evaluation Procedure to Determine if Objective Has Been Met

Records of assistance given will be on file in the School Food Service Section. (Page 33, FY 1978 State Plan)

Five unified school districts presented new building kitchen plans to the School Food Service Director and Specialists for evaluation in 1977. The regional USDA nonfood assistance specialist assisted two school food authorities concerning equipment needs in August, 1977.

School Food Service Specialists advised school food authorities about analysis and evaluation of the efficiency of food preparation methods as a part of Supervisory Assistance Reviews. Requests for in-depth analysis and evaluation are not frequent enough to justify the continuation of this objective in future years. Copies of Supervisory Assistance Reviews are on file in the School Food Service Section.

OBJECTIVES FOR SCHOOL BREAKFAST PROGRAM

Statement of Objective #7 The School Food Service will maintain supervisory assistance to the existing 159 school breakfast programs.

Evaluation Procedure to Determine if Objective Has Been Met

Evidence of supervisory assistance to the existing 159 school breakfast programs will be found in reports on file in the School Food Service Section (Page 34, FY 1978 State Plan)

The School Food Service Specialists reviewed forty breakfast programs during supervisory visits as evidenced by the Supervisory Assistance Review report and supervisory assistance visit report filed in School Food Service Section.

Assistance was given in the area of

1. Menu analysis to determine adequacy of meal.
2. Preparation of records and reports.
3. Meal acceptability.
4. Observation of Civil Rights compliance.

The majority of superintendents, principals, and teachers who were contacted feel that students participating in the School Breakfast Program have better school attendance and improved learning habits than they did before the program was implemented.

Statement of Objective #8 The School Food Service will assist with the establishment of new school breakfast programs in 2 percent of the attendence centers not now participating in the School Breakfast Program.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 2 percent of the attendence centers not now participating in the School Breakfast Program will be assisted with the establishment of new School Breakfast Programs. (Page 34, FY 1978 State Plan)

Specialists answered questions and distributed information concerning the School Breakfast Program as supervisory assistance visits have been made in schools as evidenced in the filed reports.

A USDA pamphlet, "Energize Your Day with Breakfast" was mailed to all public and nonpublic school food authorities in December, 1977. Two articles about the School Breakfast Program were printed in the *School Food Service News*. Other program information was distributed upon request.

The School Breakfast Program increased as follows:

	January 1, 1976	January 1, 1977	January 1, 1978
Programs in Operation	46	53	72
Attendance Centers Participating	134	159	188
Base Kitchen	34	33	41
Walk-Out Schools	17	21	22
Satellite Schools	27	21	22
Single Self-Contained Kitchen	55	71	71
Preparation Centers Only	2	5	5

The objective for a 2 percent increase in breakfast programs of the attendance centers was not met as evidenced by records on file in the School Food Service Section. However, the addition of 29 attendance centers is a 1.5 percent increase. An objective to establish breakfast programs in 2 percent of the attendance centers not now participating with at least half of those in school with 25 percent or more of enrollment eligible for free and reduced price meals is included in the objectives of Chapter 3.

OBJECTIVES FOR CHILD CARE FOOD PROGRAM

Statement of Objective #9 The School Food Service will conduct at least eight (8) training sessions for sponsoring organizations of the Child Care Food Program with emphasis on their responsibility for keeping and submitting complete and accurate records and for meeting minimum nutritional requirements.

Evaluation Procedure to Determine if Objective Has Been Met

Eight training sessions will be conducted for sponsors of child care food programs. (Page 35 of FY 1978 State Plan)

A series of eight all-day training sessions or workshops are scheduled to be held from December 28, 1977, in Dodge City through March 8, 1978, in Shawnee. The schedule is listed below.

CHILD CARE FOOD PROGRAM WORKSHOP SCHEDULE

December 28, 1977 - Dodge City — Dodge City Community Junior College
Student Union — Conq Room
Hostess — Barbara Beebe

January 5, 1978 — Salina — Salina Sunrise Presbyterian Church
Roach and Beloit Streets
Hostess — Catherine Beverly

January 19, 1978 — Colby — Thomas County Day Care Center
520 West 5th
Hostess — Sharon Hixson

January 25, 1978 — Ottawa — Franklin County Child Development and Services, Inc.
410 South Hickory
Hostess — Gloria Terrill

February 7, 1978 — Atchison — Atchison Child Care Association
421 Santa Fe
Hostess — Frances Strieby

February 11, 1978 — WACCS Workshop in Kansas City
Chairpersons — Toni Gatlin and Cynthia Picar

February 14, 1978 — Coffeyville — Head Start Center
8th and Elm
Hostess — Sharon Armstrong

February 16, 1978 — Wichita — Corinthian Nursery School
2611 East Pawnee Avenue
Host — Roger Mills

February 21, 1978 — Topeka — Girls Club of Topeka
2406 Adams
Hostess — Jean Clayton

March 8, 1978 — Shawnee — Trinity Baptist Christian Center
15000 West 63rd — 2 blocks North of #10 Highway at Lackman Road
Hostess — Connie Boyer

The locations for the workshops were selected with consideration of driving attendance for attendees. Persons from Leavenworth, Lawrence, Emporia, and Manhattan had a choice of locations.

For the centers in Colby and Goodland, January 19, 1978, was scheduled as a conference day. The licensed centers in northwest Kansas, not now in the Child Care Food Program, were invited to learn about the benefits and responsibilities of Child Care Food Program.

The School Food Service Specialist in charge of the Child Care Food Program was invited to participate in the Wyandotte Association for Child Care Services Workshop planned for child care center personnel in the Kansas City area on February 11, 1978.

The agenda included presentations on Food Fads, Facts, and Fallacies; Nutrition Education for the Preschool Child; Safe Food Handling Practices; Importance of Bread and Cereals in the Diet; Menu Evaluations and Calculations; and Recordkeeping and Accountability. At one center, a talk on How Child Abuse Affects Eating Habits was made.

Program speakers were from KSU Extension Service, Kansas Wheat Commission, School Food Service Section, Department of Health and Environment, City-County Health Departments and child care centers.

Statement of Objective #10 The School Food Service will provide supervisory assistance for all sponsoring organizations and sponsors of new programs and 30 percent of those child care institutions now participating.

Evaluation Procedure to Determine if Objective Has Been Met

All new programs and 30 percent of the existing programs will be visited and supervisory assistance provided as evidenced by reports on file. (Page 35, FY 1978 State Plan)

Between September 1, 1976, and December 30, 1976, twenty-six supervisory assistance reviews were made; and copies of the reviews are on file. Eighteen conferences were held with seventeen directors who were either new in their positions or were new sponsors in this program. Sponsors new to the program were (1) Shawnee Community Day Care Center, Shawnee; (2) Community Action Programs, Hillsboro; (3) Happy Day Care Center, Paola; (4) Reno County Child Care Association, Hutchinson; (5) Kat 'N Fiddle Day Care Center, Inc., Kansas City; (6) Wood Haven Schools, Inc., Kansas City; (7) Topeka North Outreach Recreation Program; (8) Little Indian Center, Lawrence; (9) Dodge City Community Junior College School Age Center; (10) Beloit Day Care Center, Inc., Beloit.

Often new personnel or personnel assuming new responsibilities for the food service program require consultative services. Supervisory assistance was given to the following people: Alice Leitch, Garnett; Carolyn Tacy, Atchison; Lillian Flood, Lawrence; Lois Blomquist, Shawnee; Betty Cooley, Parsons; Jan Hutchins, Leavenworth; Barbara Hein, Hillsboro; Ida Mae Simons, Paola; Becky Smith, Beloit; Diane Crissman, Coffeyville; Judy Hartsler, Hutchinson; Maureen Bennett, Hutchinson; Roger D. Mills, Wichita; Patricia Morris, Topeka; Cindy Elaine Alexander, Fredonia; Alice Boyer, Kansas City; and Elaine Lindenman, Kansas City.

Statement of Objective #11 The School Food Service will expand the Child Care Food Program by adding fifty (50) eligible sponsors and sponsoring organizations not now participating.

Evaluation Procedure to Determine if Objective Has Been Met

The Child Care Food Program will be expanded by 50 eligible sponsors and sponsoring organizations. Evidence of this will be on file in the School Food Service Section. (Page 36, FY 1978 State Plan)

During the year the Bureau of Maternal and Child Health, which is the licensing agency for child care facilities, provided the School Food Service Section with names and addresses of licensed centers as their licenses were issued. Information of program benefits has been disseminated to these program directors. No sponsors have been added to the program through this means of outreach, because the centers which are not in the program are not nonprofit.

The centers which have enrolled for the first time in the Child Care Food Program within the last year are recently organized centers or centers that had been working through a sponsoring organization and decided to participate independently.

The Child Care Food Program increased as follows:

	January 1, 1977	December 31, 1977
Non-Sponsored Child Care Organizations	86	85
Child Care Centers	119	137
Average Daily Attendance	3,181	5,527
Sponsoring Organizations	4	7
Child Care Centers	26	20
Average Daily Attendance	708	487
Family Day Care Homes	38	80
Average Daily Attendance	179	320
Average Daily Lunches	3,188	3,811
Average Daily Suppers	92	390
Average Daily Breakfasts	1,753	2,654

Statement of Objective #12 The School Food Service will initiate a cooperative effort with the State Department of Health and Environment and other interested agencies to promote nutrition education for child care food program personnel.

Evaluation Procedure to Determine if Objective Has Been Met

The correspondence file will indicate the cooperative effort was initiated. (Page 37, FY 1978 State Plan)

Agenda and minutes indicate that the School Food Service Section was represented at the bi-monthly meetings of the Kansas Nutrition Council.

The Child Care Food Program workshops, as discussed in Objective #9, will include assistance from the following Kansas State University Home Economists who will discuss "Foods, Facts, Fads, and Fallacies" at the scheduled workshops: Daisy Atkinson, Manhattan; Aletha Blevins, Ottawa; Juanita Johnson, Coffeyville; Sue Lobbin, Salina; Susan Quiring, Olathe; Ruby Truax, Wichita, and Ann Viola, Topeka.

Also included in the various workshop programs are representatives from the city, county, and state health departments who will discuss safe food handling; Joanne White of the Dairy Council who will talk on basic nutrition; and Anna Jane Baird of the Kansas Wheat Commission who will explain the importance of bread and cereals in the diet.

Expected participants in the workshops are Shirley Norris, Bureau of Maternal and Child Health; Irene Davis, Department of Social Rehabilitation Services; staff from Hesston College and Mt. St. Scholastica; and the School Food Service Specialists from the State Department of Education.

OBJECTIVES FOR SPECIAL MILK PROGRAM

Statement of Objective #13 The School Food Service will initiate interest in the Special Milk Program by providing information to all public or private schools which are not currently participating.

Evaluation Procedure to Determine if Objective Has Been Met

A list of all the public and private schools to whom information about the Special Milk Program was sent will be on file in the School Food Service Section. (Page 37, FY 1978 State Plan)

In the School Food Service Section, there is on file a list of all the public and private schools to whom information about the Special Milk Program was sent. This list is comprised of all schools which receive the *School Food Service News;* some of these schools participate in the School Food Service Program, but not in the Special Milk Program.

Schools have been encouraged to participate through personal contacts (documented on supervisory assistance reviews), correspondence, telephone calls, workshop, and articles in the *School Food Service News.*

Statement of Objective #14 The School Food Service will monitor the implementation of the Special Milk Program in participating schools.

Evaluation Procedure to Determine if Objective Has Been Met

Summaries of the on-site visits to schools participating in the Special Milk Program will be on file in the School Food Service Section and will indicate implementation of the program was monitored. (Page 38, FY 1978 State Plan)

Copies of Supervisory Assistance Reviews are on file. At the time of each review, the status of the implementation of the Special Milk Program was determined. If requirements were not being met, corrective action to be taken was recorded on the review. When corrective action had been completed, the school was requested to notify the state director. Follow-up letters have been mailed to schools who have not notified the state director.

Implementation of the program was also monitored through analysis of computer printouts. Follow-up was done by correspondence, telephone calls, or personal contacts.

OBJECTIVES FOR TRAINING

Statement of Objective #15 The School Food Service will maintain the present twenty (20) vocational training classes and the ten (10) one-day workshops for food service personnel.

Evaluation Procedure to Determine if Objective Has Been Met

Twenty vocational training classes and ten one-day workshops for food service personnel will be held. (Page 39, FY 1978 State Plan)

Twenty-two vocational training classes were conducted in 1977. An announcement of classes and registration forms were mailed to all public and private schools who participated in the school food service programs. The schedule of classes was as follows:

Vocational Class Schedule

Date	Location	Subject and Instructor
February 22-March 31	Hays Roosevelt School 2000 MacArthur	Main Dish Pat Martin
April 4-May 13	Lawrence Lawrence High School 19th and Louisiana	Nutrition Jeanette Armstrong
March 21-April 2	Hutchinson Sherman Junior High School 227 East Sherman	Nutrition Bessie Coleman
April 18-30	Hutchinson Sherman Junior High School 227 East Sherman	Nutrition Bessie Coleman
June 6-10	Abilene Kennedy Elem. School 1501 N. Kuney	Nutrition Diane Baldwin
June 6-10	Claflin Claflin Grade School 400 Main Street	Main Dish Barbara Yenzer Vale
June 6-10	Goddard Goddard Middle School 334 North Walnut	Baking Enas Walker
June 6-10	Liberal South Junior High 950 South Grant	Main Dish Mona Karl
June 6-10	Winfield Winfield High School 300 Isaac Everett	Fruits and Vegetables Maxine Will
June 13-17	Concordia Concordia High School 436 W. 10th	Fruits and Vegetables Janet Rewerts Johnson
June 13-17	Fort Scott Fort Scott Com.Jr. College 2705 Horton	Baking Maxine Will
June 13-17	Garden City Gertrude Walker School 805 West Fair	Main Dish Mona Karl
June 13-17	Newton Newton High School 900 West 12th	Management Mrs. Mary Ann Baker

June 13-17	Ottawa Ottawa High School 11th & Ash Streets	Main Dish Mary Dunn
June 20-24	Colby Colby Jr. High School 590 West 6th	Baking Mona Karl
June 20-24	Seneca Nemaha Valley High School 214 North 11th	Main Dish Maxine Will
June 20-24	Wichita Coleman Jr. High School 154 & North Governeour Road	Main Dish Enas Walker
June 27-July 1	Atchison Atchison High School 1500 Riley	Fruits & Vegetables Georgia Nutt
June 27-July 1	Hays Roosevelt School 2000 MacArthur	Main Dish Mona Karl
June 27-July 1	Parsons Parsons High School 31st & Morton	Management Judy Bradrick
Sept. 22-Nov. 17	Topeka Logan Jr. High School 1124 West Lyman Road	Nutrition Ruthann Roepke
Oct. 4-Nov. 10	Olathe Olathe Central Kitchen 1005 Pitt Street	Fruits & Vegetables Beverly Bilotta

Two classes were held at Hays and Hutchinson. One class at Hays, the two at Hutchinson, and the classes at Lawrence, Topeka and Olathe were conducted in the late afternoon or evening during the school year. The remaining classes were conducted during the summer.

Ten one-day workshops were conducted in August, 1977, for food service personnel at the following locations: Atchison High School, Atchison; Allen County Community Junior College, Iola; El Dorado High School, El Dorado; Schlagle High School, Kansas City; Seaman High School, Topeka; Manhattan High School, Manhattan; Holidome Convention Center, Hutchinson; Elk's Club, Garden City; Little Cafe, Oakley; and Russell High School, Russell.

Meetings were centrally located so that all food service personnel could participate. These meetings were held to familiarize food service personnel with up-to-date information for the current school year. All participants of the August workshops evaluated the programs and material; the following percentages represent the statewide evaluation: Not applicable — 5 percent; Somewhat applicable — 31 percent; Very applicable — 64 percent.

Statement of Objective #16 The School Food Service will cooperate with state colleges and universities, community colleges, and area vocational-technical schools to coordinate classes offered to food service personnel and administrators.

Evaluation Procedure to Determine if Objective Has Been Met

Full cooperation will be given to state colleges and universities upon request. Evidence of this will be on file in the School Food Service Section. (Page 40, FY 1978 State Plan)

One School Food Service Specialist is designated to work with continuing education activities in food service. In February, 1977, she and the director of School Food Service Section conferred with Dr. Marion Spears, Head, Department of Dietetics, Restaurant and Institutional Management, College of Home Economics, Kansas State University, Manhattan, about continuing education opportunities and the possibilities of utilizing staff and facilities for food service classes.

The specialist met with Dr. Spears again in March and plans were finalized for a class for teachers of vocational classes — Seminar for Food Service Educators. This seminar was offered May 31 through June 3, 1977, for one hour of college credit. Twenty-one teachers and potential teachers completed this class. Five additional classes were offered for food service personnel in June and July, 1977, at Kansas State University. In October, plans were made to offer another class for teachers of vocational classes at Kansas State University, June 5-9, 1978.

The specialist also met with June Krebs, Home Economics Department at Fort Hays State University in February and March, 1977, to finalize plans for two classes offered in June, 1977.

Announcement of 1977 school food service workshops and seminars offered by state colleges and universities was included in the April and May *School Food Service News*. Copies are available upon request.

School Food Service Specialists assisted the individual instructors at Fort Hays State University and Kansas State University by providing information on various phases of the Child Nutrition Programs and participating in discussion groups.

On September 8, 1977, the specialist and the director conferred with Dr. Marion Spears, Dr. Allene Vaden, Dr. Faith Roach, and Lavonna Morrison, from the Department of Dietetics, Restaurants and Institutional Management, College of Home Economics, Kansas State University, Manhattan; Dr. Mary Nell Bowman and Sue Hippensteel, Home Economics Department, Pittsburg State University, Pittsburg; and June Krebs and Sandra Godwin, Home Economics Department, Fort Hays State University, Hays. The purpose of the meeting was to discuss plans for initiating and implementing a coordinated state-wide training program for all school food service personnel in Kansas. Levels of training were identified, and an effort was made to determine which schools in the state should be responsible for each level of training.

On September 9, 1977, the specialist and director met again with Dr. Marion Spears, Dr. Allene Vaden, Dr. Faith Roach, Susan Owens, and Lavonna Morrison. Dean Prochaska, Director, Vocational Education Administration Section, Kansas State Department of Education, and Norman Harold, Continuing Education Coordinator, Kansas State University, were also present. This meeting was to discuss vocational classes for food service personnel and available funding. Training possibilities that would provide the most benefits with available funds were discussed. Dr. Spears was instructed to write a proposal for a training program.

In November, 1977, the specialist finalized plans for a purchasing seminar for school food service personnel to be offered at Pittsburg State University and Fort Hays State University during July, 1978.

Statement of Objective #17 The School Food Service will evaluate the course content of vocational classes to ensure relevancy.

Evaluation Procedure to Determine if Objective Has Been Met

Results of the evaluation of course content of vocational classes will be on file in the School Food Service Section. (Page 40, FY 1978 State Plan)

Each School Food Service Specialist who was responsible for coordination of vocational classes in her region was in charge of evaluation of the course content. Class participants and some of the teachers completed the evaluation forms. These forms are currently not on file in the School Food Service Section, but are on file with each specialist in her region. It would be difficult to make an evaluation about the course content on the state level, because each region evaluated the course according to its particular needs and expectations.

Statement of Objective #18 The School Food Service will sponsor, when necessary, instructional meetings for local administrative personnel (administrators, authorized representatives, and clerical or recordkeeping personnel) who work with school food service procedures.

Evaluation Procedure to Determine if Objective Has Been Met

Instructional meetings for local administrative personnel will be held and agendas for the meetings will be on file in the School Food Service Section. (Page 41, FY 1978 State Plan)

The LEA Finance Section in cooperation with the School Food Service Section conducted ten recordkeeping workshops in September, 1977, for local administrative personnel who work with school food service procedures. These meetings presented opportunities for discussion and clarification of reporting forms, source documents, and computer printouts. Since these items relate directly to reimbursement claims, results of the meetings were to be a better understanding of the reporting system, fewer errors in reporting, and faster payment of claims.

A School Food Service Specialist was in attendance at each workshop. An announcement of the meetings was mailed to all public and private schools. Meetings were held according to the schedule included in Objective #3 of this chapter.

Statement of Objective #19 The School Food Service will provide in-service training for the staff of the State Department of Education working the area of school food service.

Evaluation Procedure to Determine if Objective Has Been Met

In-service training sessions will be provided for State Department of Education staff working in the area of school food service. Agenda and persons in attendance will be on file in the School Food Service Section. (Page 41, FY 1978 State Plan)

In-service training sessions were scheduled for the staff of the State Department of Education working in the area of school food service on the third Monday of each month. Announcement of staff meeting dates was made a year in advance in *Et Cetera*, the Department's intra-agency newsletter. The director of the School Food Service Section mailed a copy of the agenda in advance to each School Food Service Specialist so that additional subjects to be covered in the in-service training sessions could be added. It was the policy of the in-service sessions to schedule any staff who had participated in professional development courses, seminars, or workshops on the agenda of the next in-service session to share any new ideas or concepts with the rest of the School Food Service Section. For example, one School Food Service Specialist attended a management seminar conducted by Continuing Education Division, Kansas University, and four specialists participated in the Seminar for Food Service Educators at Kansas State University; they presented the new information during an in-service session. Agenda and persons in attendance are on file in the School Food Service Section.

Statement of Objective #20 The School Food Service, in cooperation with Fiscal Auditing Section and the LEA Finance Section, will utilize procedures to assure timely and appropriate resolutions of audit findings.

Evaluation Procedure to Determine if Objective Has Been Met

Copies of all follow-up correspondence referring to utilization of procedures to correct audit findings will be kept on file in the School Food Service Section. (Page 42, FY 1978 State Plan)

A timely and appropriate audit follow-up procedure has been developed by the LEA Finance Section. Copies of all follow-up correspondence to correct audit findings are on file.

OBJECTIVES FOR NUTRITION EDUCATION

Statement of Objective #21 The School Food Service will provide two (2) nutrition education classes for representatives of school food service personnel from thirty (30) public school districts and/or private schools.

Evaluation Procedure to Determine if Objective Has Been Met

At least two nutrition education classes will be held for school food service personnel. (Page 43, FY 1978 State Plan)

School food service personnel from across the state indicated their interest in nutrition education and their desire to attend a nutrition education class. As a result, five nutrition education classes were conducted.

Classes were held in Abilene, Lawrence, Topeka (U.S.D. 345, Seaman), and Hutchinson (two classes). A total of 114 persons attended representing twenty public school districts and parochial schools.

Topics presented in these classes included nutrition concepts, the nutrients (proteins, carbohydrates, fats, vitamins and water), the digestive system, Recommended Dietary Allowances, nutrition labeling, the psychology of feeding children, fad diets, and nutrition education communication. Several resource people were utilized to present topics of special interest including health foods, reliable sources of information for nutrition education, nutrition education projects in the community, and the role of school food service personnel in promoting nutrition education.

After completing the classes, some students initiated nutrition education projects including nutrition posters and displays, presentations in the classroom, and tours and demonstrations in the school kitchen.

Statement of Objective #22 The School Food Service will sponsor a Nutrition Education Coordinator's Workshop.

Evaluation Procedure to Determine if Objective Has Been Met

A Nutrition Education Coordinator's Workshop will be sponsored by the School Food Service Section. Proceedings of the workshop will be compiled and filed in the School Food Service Section. (Page 44, FY 1978 State Plan)

On January 13, 1977, four nutrition coordinators, four school staff members, and a School Food Service Specialist met in Goddard to review progress of the Nutrition Ecology Action Team (N.E.A.T.) Project. Activities reviewed included lessons on breakfast, introducing nutrition, nutrition curriculum materials and learning center activities, plans for a nutrition workshop for coaches, and weight control by behavior modification. Procedures for completing the N.E.A.T. Project were explained. Workshop proceedings are on file in the School Food Service Section.

A Nutrition Education Coordinator's Workshop was planned to provide a select group of directors with the opportunity to share nutrition education ideas and to develop usable nutrition education activities for students and adults. The workshop was held in Wichita on October 28, 1977. Twelve directors, five school food service staff persons, and the director and seven specialists of School Food Service Section attended.

Nutrition resource materials were discussed by a representative of the Kansas Wheat Commission. Two representatives of the Dairy Council presented materials developed by the Dairy Council and discussed the psychology of feeding children. Topics presented by school food service directors included the 36-Hour Vocational Nutrition Education Class, nutrition committees, primary nutrition education curriculum, student involvement, tasting trays, and food preference surveys.

Planning activities for school food service nutrition in-service meetings, elementary nutrition education, youth advisory councils, and weight control through behavior modification were additional topics included in group sessions during the workshop.

Twenty evaluation forms were returned and participants rated the workshop as follows. Eighty percent of those attending felt that accommodations were very adequate. Eighty percent felt that workshop information was of much value. Eighty percent indicated that the workshop had given them helpful ideas. Thirty-five percent of the group rated the workshop as "good," and 65 percent of the group rated it as "excellent." One-hundred percent indicated that they want another workshop next year. The evaluation forms are on file in the School Food Service Section.

Statement of Objective #23 The School Food Service will disseminate information gathered during the Nutrition Ecology Action Team Project.

Evaluation Procedure to Determine if Objective Has Been Met

The procedures for implementing the scramble system and information gained during the NEAT Project will be available upon request. (Page 45, FY 1978 State Plan)

The Nutrition Ecology Action Team (N.E.A.T.) Project was designed to alleviate three problems experienced in Kansas school food service programs: 1) limited high school participation, 2) lack of awareness of nutritional needs, and 3) inadequate training of school food service personnel. This federally funded project was cooperatively sponsored by the School Food Service Section of the Kansas State Department of

Education and the five participating school districts. Schools that participated were Baxter Springs High School, Derby High School, Goddard High School, Garden City High School and Oberlin High School. Each school district employed a coordinator of food service and nutrition to coordinate activities between classrooms, dining room, and kitchen. The scramble system of food service was initiated to enable students to make choices from a variety of portioned servings including entrees, fruits, vegetables, salads, and desserts.

Analysis of project results showed increased participation in Derby, Garden City, and Goddard as compared to participation rates prior to the project. Baxter Springs initiated food service in their high school for the first time, and Oberlin High School maintained its high rate of participation.

A variety of nutrition education materials were developed by each of the participating schools. These included individual nutrition lessons (planning special diets, nutritional needs, etc.), a nutrition curriculum, and methods of relaying information about the program to the public. Four of the schools sponsored nutrition education in-service training sessions for school food service personnel; and, at the end of the project, the fifth school had plans for a fall training session.

Other activities conducted during the project included studies of the amounts of food wasted, a campaign to start a breakfast program in one of the high schools, a cooperative effort with the Dairy Council and the school nurse to control weight through behavior modification, and a project to improve the decor in the lunchroom.

A summary of the N.E.A.T. Project was published in the November, 1977, issue of the *School Food Service News*. Detailed project records and summaries are on file in the School Food Service Section.

Statement of Objective #24 The School Food Service will update a working bibliography of the nutrition education materials available and resources used in nutrition education programs.

Evaluation Procedure to Determine if Objective Has Been Met

The updated working bibliography of nutrition education activities and resources will be available upon request. (Page 45, FY 1978 State Plan)

A bibliography of nutrition education resource materials was compiled and is available on a loan basis from the School Food Service Section. An announcement of the availability of this bibliography was made in the *School Food Service News*. However, no requests for the bibliography have been received.

Plans for updating the bibliography have been made, and updating will be completed by May 31, 1978. Initial plans for updating the bibliography did not materialize because the media specialist, who has been responsible for the bibliography and who wanted to update it, did not have time to do so.

Statement of Objective #25 The School Food Service will make nutrition education teaching aids and learning center activities for two (2) elementary grades available.

Evaluation Procedure to Determine if Objective Has Been Met

Nutrition education teaching aids will be available for two elementary grades, upon request. (Page 46, FY 1978 State Plan)

Nutrition education resource materials for various grade levels are being collected by the School Food Service staff. Materials are evaluated to determine for which of the following levels they are appropriate.

Level One: Kindergarten through Third Grade
Level Two: Fourth through Sixth Grade
Level Three: Seventh through Ninth Grade
Level Four: Tenth through Twelfth Grade
Level Five: Adults

The above levels were developed with the approval of representatives of the Educational Assistance Section of the Kansas State Department of Education.

Three activities for first grade, four activities for second grade, four activities for third grade, and one activity related to elementary music were collected for Level One last year. The following resource materials were added to the collection of Level One materials this year.

Level One: Food is Good
- Everyday We Need Different Kinds of Food
- Identify these Foods
- Nutes to You: Proto, Carbo, Fatto, Vitty, Minny
- Food for Growth
- The Unhappy Alligator (a puppet show)
- Habits of Eating
- Meet Milly Moo (milk), Lucie the Goosie (fruits and vegetables), Sam the Lamb (meats) and Ned the Horse (bread)
- The Food Train
- The Foods We Eat Come From Different Parts of Plants
- Puzzles, Riddles, and Other Activities

The following materials were collected for Level Two this year.

Level Two: Food Choices Make a Difference
- Performance Objectives
- Start Your Day the Breakfast Way
- Grinding Wheat to Make Flour
- Picture Story of Thiamin
- Pick Yourself a Nutritious Snack
- Pineapple — The Island Fruit
- Legumes
- Food Classification

Learning center activities collected during 1977 for grade four (one activity), grade five (three activities), and grade six (two activities) have been incorporated into Level Two.

Some additional materials were collected for Level Three (Tests for Nutrients) and Level Four (Weight Control by Behavior Modification). Additional resource materials will be collected and compiled in loose-leaf notebooks titled, "Nutrition is Our Bag."

Statement of Objective #26 The School Food Service will promote nutrition education activities through the nutrition awareness programs sponsored by the Kansas School Food Service Association.

Evaluation Procedure to Determine if Objective Has Been Met

Records will show that the School Food Service Section promoted nutrition education activities through the nutrition awareness program sponsored by the Kansas School Food Service Association. (Page 46, FY 1978 State Plan)

The Nutrition Awareness Project was designed to encourage school food service personnel to promote nutrition education activities with students. Officers of the Kansas School Food Service Association informed the specialists of the guidelines for these projects; and an article promoting the Kansas School Food Service Association's Nutrition Awareness Contest was featured in the September, 1977, issue of the *School Food Service News*.

Specialists also promoted Nutrition Awareness activities in 36-Hour Vocational Nutrition Education Classes during the spring and summer of 1977 and in telephone conversations and correspondence. During supervisory reviews, the specialists observed activities, made suggestions, provided encouragement, and gave directions for completing and recording projects.

Several schools completed Nutrition Awareness projects and nine persons who are employed in school food service compiled notebooks of their activities which were entered in the Nutrition Awareness Contest. Nutrition education projects reported in the notebooks included a nutrition education curriculum for first and third grades, individual nutrition lessons, the Dairy Council's animal feeding experiment, kitchen tours, observance of special occasions in the lunchroom, and National Nutrition Week and National School Lunch Week activities. One School Food Specialist served on the committee which evaluated these notebooks.

Statement of Objective #27 The School Food Service will participate in at least one nutrition education activity which has statewide significance and is sponsored by another group outside the Kansas State Department of Education.

Evaluation Procedure to Determine if Objective Has Been Met

Evidence of participation in at least one nutrition education activity which has statewide significance and is sponsored by a group outside the Kansas State Department of Education will be recorded and on file in the School Food Service Section. (Page 47, FY 1978 State Plan)

The School Food Service Director and Specialists participated in the following activities or programs which emphasized nutrition education:

1. Nutrition Education Seminar

   This meeting, held in Manhattan, Kansas, on April 15, 1977, was jointly sponsored by the Kansas School Food Service Association and Kansas State University. One specialist served on the committee which planned the seminar program; the director chaired one session of the seminar; and the other specialists attended the seminar. The seminar program is on file in the School Food Service Section.

2. Kansas Nutrition Council

   This group meets every two months to discuss topics related to nutrition and nutrition education. The director and/or one specialist regularly attended the meetings.

3. Kansas School Food Service Association Convention

   This convention was held in Wichita, Kansas, October 28-31, 1977. Nutrition education was emphasized in several special interest group sessions: one school food specialist gave a presentation titled "What's Going on in Kansas Nutrition Education"; Virginia Stuckey, R.D., presented a nutrition education lesson which was field tested in the Goddard Elementary School; and a representative of Cling Peach Advisory Board presented a project concerning weight control. The School Food Service Director and Specialists attended the convention and participated in the nutrition education special interest group sessions. The convention program is on file in the School Food Service Section.

4. American School Food Service Association Convention

   This convention was held in Houston, Texas, July 31-August 4, 1977. The director and three School Food Service Specialists attended nutrition education special interest group sessions, and suggestions obtained for nutrition education workshops were later used in Kansas. A copy of the convention program and tapes of convention sessions are available upon request.

5. Kansas Vocational Home Economics Teachers Association Workshop

   This workshop was held in Salina, Kansas, during August, 1977. One School Food Service Specialist attended a session on nutrition.

Statement of Objective #28 The School Food Service will gather information about nutrition education practices in a select group of schools.

Evaluation Procedure to Determine if Objective Has Been Met

Information about nutrition education practices in a select group of schools will be on file in the School Food Service Section. (Page 47, FY 1978 State Plan)

At a staff meeting, the School Food Service personnel reviewed the nutrition education activities which they had observed in their school visits. A list of thirty schools and their activities was compiled and filed in the School Food Service Section. The following summary lists the activities observed and the schools where these activities were conducted.

Nutrition education curriculum: Abilene, Baxter Springs, Garden City, Manhattan, Oberlin, Salina, and Topeka.

Nutrition education classes: Buhler, Columbus, Hutchinson, Inman, La Cygne, Larned, Muscotah, Plainville, Prairie View, and Seaman.

Nutrition displays: Copeland.

Tour of kitchen and emphasis on nutrients in the meals: Newton.

Nutrition and menu planning: Great Bend.

Tasting trays: Hays.

Invitation to kindergartners and parents to eat lunch at school: Douglas.

Food preference survey and nutrition follow-up: Phillipsburg.

In-service training for teachers: Leavenworth.

Nutrition projects in cooperation with college students, school nurses, etc.: Dodge City, Goddard, Shawnee Mission.

Nutrition resource collection: Kingman, Pittsburg

Statement of Objective #29 The School Food Service will work toward establishing a position of Nutrition Education Specialist.

Evaluation Procedure to Determine if Objective Has Been Met

Records on file will show the work done toward establishing a position of Nutrition Education Specialist. (Page 48, FY 1978 State Plan)

A position for a Nutrition Education Specialist has been discussed with the Commissioner of Education of the Kansas State Department of Education and with other allied groups interested in promoting this position. A position paper written by the Kansas School Food Service Association's President and Vice-President and a position paper written by the American School Food Service Association are on file in the School Food Service Section. The Director of Personnel for the Kansas State Department of Education is currently in the process of writing to twelve states to request any position descriptions they may have developed pertaining to a Nutrition Education Specialist. These will be evaluated as the Kansas State Department develops a Nutrition Education Specialist position description.

A Nutrition Education Specialist has not been hired because funds were not budgeted for this purpose. However, the School Food Service Director has designated one specialist to allocate 20 percent of her time to nutrition education. This specialist is responsible for collecting and compiling nutrition education materials, promoting nutrition education through supervisory assistance and reviews, providing consultative service upon request, and conducting nutrition education in-service workshops. The specialist has worked with the following schools in completing the Nutrition Ecology Action Team (N.E.A.T.) Project: Baxter Springs High School, Derby High School, Garden City High School, Goddard High School, and Oberlin High School. She has worked with a school which requested help in starting a program (Kingman), has evaluated nutrition education programs in Manhattan, Salina and Seaman, has provided in-service training in Council Grove and Leavenworth, and is planning an in-service training workshop in Oakley. The specialist works with the area specialist in planning and evaluating programs in schools outside of her area.

ADDITIONAL SCHOOL FOOD SERVICE OBJECTIVES

Statement of Objective #30 The School Food Service will work with the established task force to study issues and to make recommendations involving the School Food Service Section and other groups and agencies.

Evaluation Procedure to Determine if Objective Has Been Met

The task force will study issues and make recommendations which involves the School Food Service Section and other groups and agencies. Reports of its work will be on file in the School Food Service Section. (Page 49, FY 1978 State Plan)

The task force met at the County Building at Salina, Kansas, December 1, 1977. The group helped to establish and prioritize the objectives for the 1979 Fiscal Year School Food Service State Plan. The minutes of the meeting and a report of the work accomplished are on file in the School Food Service Section.

Statement of Objective #31 The School Food Service will implement a systematic procedure for subjective evaluations of Child Nutrition Program.

Evaluation Procedure to Determine if Objective Has Been Met

Results of the evaluation will determine the emphasis of the fiscal year 1979 State Plan. Summary records will be on file in School Food Service Section. (Page 49, 1978 State Plan)

Currently a subjective statement is written by the School Food Service Specialist on the supervisory review form at the completion of each review, which is on file in School Food Service Section. A telephone survey of some of the states in the Mountain Plains Region has been made to obtain information pertinent to developing an instrument for subjective evaluation.

A similar objective is included for Fiscal Year 1979 in Chapter Three.

CHAPTER TWO

FACTS AND FIGURES OF SCHOOL FOOD SERVICE

STATE STAFF ORGANIZATION

The Kansas State Department of Education is organized to administer the school food service programs. In 1946, P.L. 79-396 gave permanent status to the National School Lunch Program and authorized the necessary appropriations for it. Significant amendments to the National School Lunch Act have been enacted, and additional programs were authorized by the Child Nutrition Act of 1966 (P.L. 89-642).

1. The Commissioner is the administrative head of the State Department of Education.
2. The Assistant Commissioner for Agency Services is administratively directly responsible to the Commissioner. He has major administrative responsibilities related to all school food service programs.
3. The Director of School Food Service (04-05-00-001) for the School Food Service Section has direct administrative responsibility for seven programs — National School Lunch Program, School Breakfast Program, Child Care Food Program, Summer Food Service Program, Cash in-lieu-of Commodities, Nonfood Assistance Program, and Special Milk Program. The director advises the Assistant Commissioner in matters relating to food programs and audit review findings. Other responsibilites of the director include planning and coordinating supervisory assistance and program evaluations completed by the school lunch specialists, visiting food service programs, and cooperating with other nutrition and food service organizations. The following percents indicate approximate allocations of time:
   - 80% Administrative duties (development of program policies and procedures, program approval and evaluation, personnel management, supervising audit follow-ups, and coordinating and providing supervisory assistance).
   - 10% On-site visitations and evaluations and cooperating with other organizations.
   - 10% Planning and conducting workshops and seminars.
4. The School Food Service Specialist (04-05-00-008) appropriates approximately 45 percent of time to state-level administrative duties. Responsibilities include writing newsletters and informative pamphlets about preparation of records and menu planning. The specialist is also in charge of supervisory assistance for the schools in metropolitan areas of northeastern Kansas, Region 1. In addition, the specialist plans, organizes, and conducts workshops and seminars for school food service personnel and school administrators. The following percents indicate approximate allocation of time:
   - 45% Administrative duties (development of instructions for reporting forms, monthly newsletters, information pamphlets).
   - 30% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child nutrition programs, professionalism).
   - 15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.
   - 10% In-service meetings and office responsibilities (review of regulations, printout analysis).
5. School Food Service Specialist (04-05-00-010) spends approximately 60 percent of time in supervisory assistance to schools in north central and northeastern Kansas, Region 2. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administrators; participating in in-service meetings; completing office responsibilities; assessing applications for Nonfood Assistance Funds; and completing facility surveys as necessary. The following percents indicate approximate allocation of time:
   - 60% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).
   - 15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsibilities (review of regulations, printout analysis).

10% Assessing applications for Nonfood Assistance Funds and completing facility surveys as necessary.

6. School Food Service Specialist (04-05-00-006) spends 60 percent of time in supervisory assistance to schools in the western half of the state, Region 3. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administrators; coordinating continuing education with state universities and community colleges; participating in in-service meetings; and completing office responsiblities. The following percents indicate approximate allocation of time:

60% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

20% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsiblities (review of regulations, pri analysis).

5% Coordinating continuing education with state universities and community colleges.

7. School Food Service Specialist (04-05-00-009) spends 50 percent of time in supervisory assistance to schools in south central and southwestern Kansas, Region 4. Other responsibilities include coordinating nutrition education activities; planning, organizing, and conducting workshops and seminars for food service personnel and school administrators; participating in in-service meetings; and completing office responsibilities. The following percents indicate approximate allocation of time:

50% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

20% Coordinating nutrition education activities.

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsibilities (review of regulations, printout analysis).

8. School Food Service Specialist (04-05-00-002) spends 65 percent of time in supervisory assistance to schools in south central Kansas, Region 5. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administrators; participating in in-service meetings; and completing office responsibilities. The following percents indicate allocation of approximate time:

65% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsibilities (review of regulations, printout analysis).

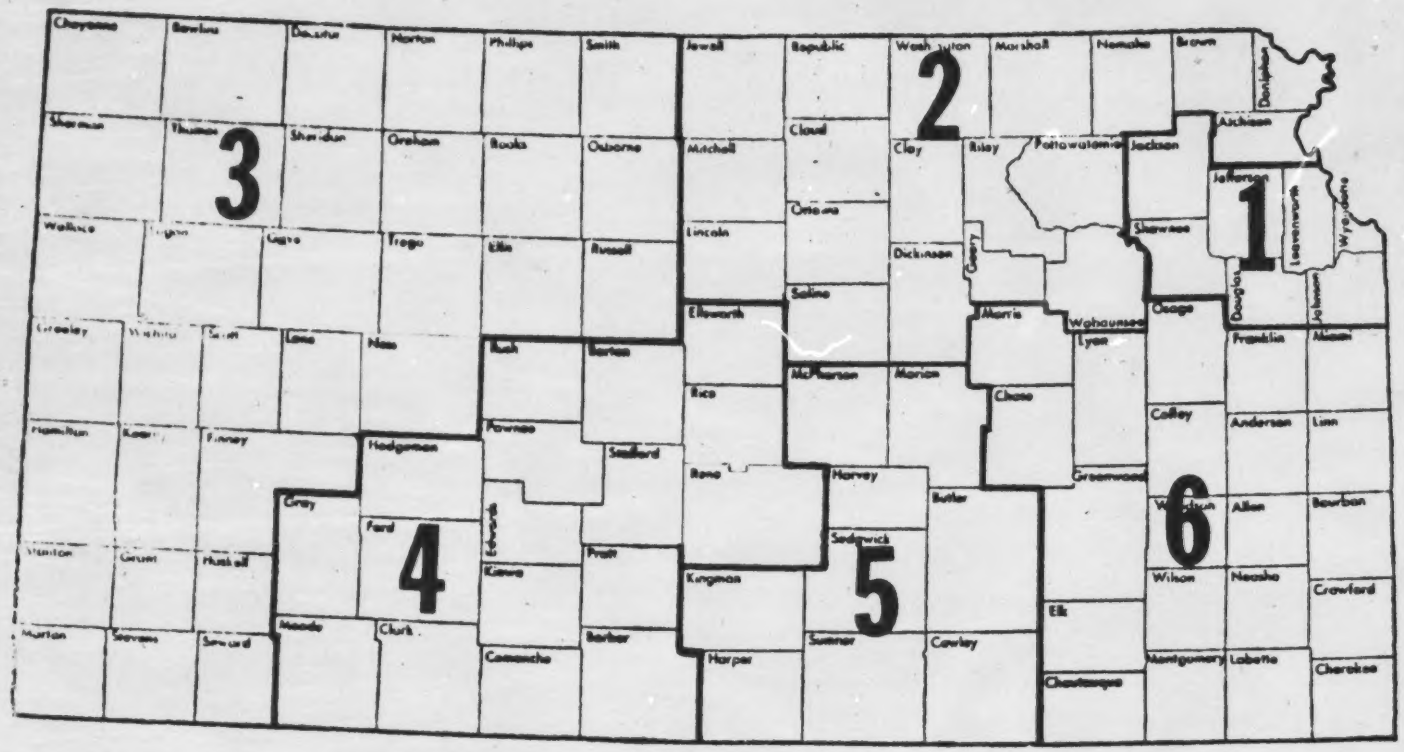
5% Coordinating special projects and/or surveys.

9. School Food Service Specialist (04-05-00-003) spends 75 percent of time in supervisory assistance to residential centers and schools in southeastern Kansas, Region 6. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administrators; participating in in-service meetings; and completing office responsibilities. The following percents indicate approximate allocation of time:

75% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

10% In-service meetings and office responsibilities (review of regulations, printout analysis).



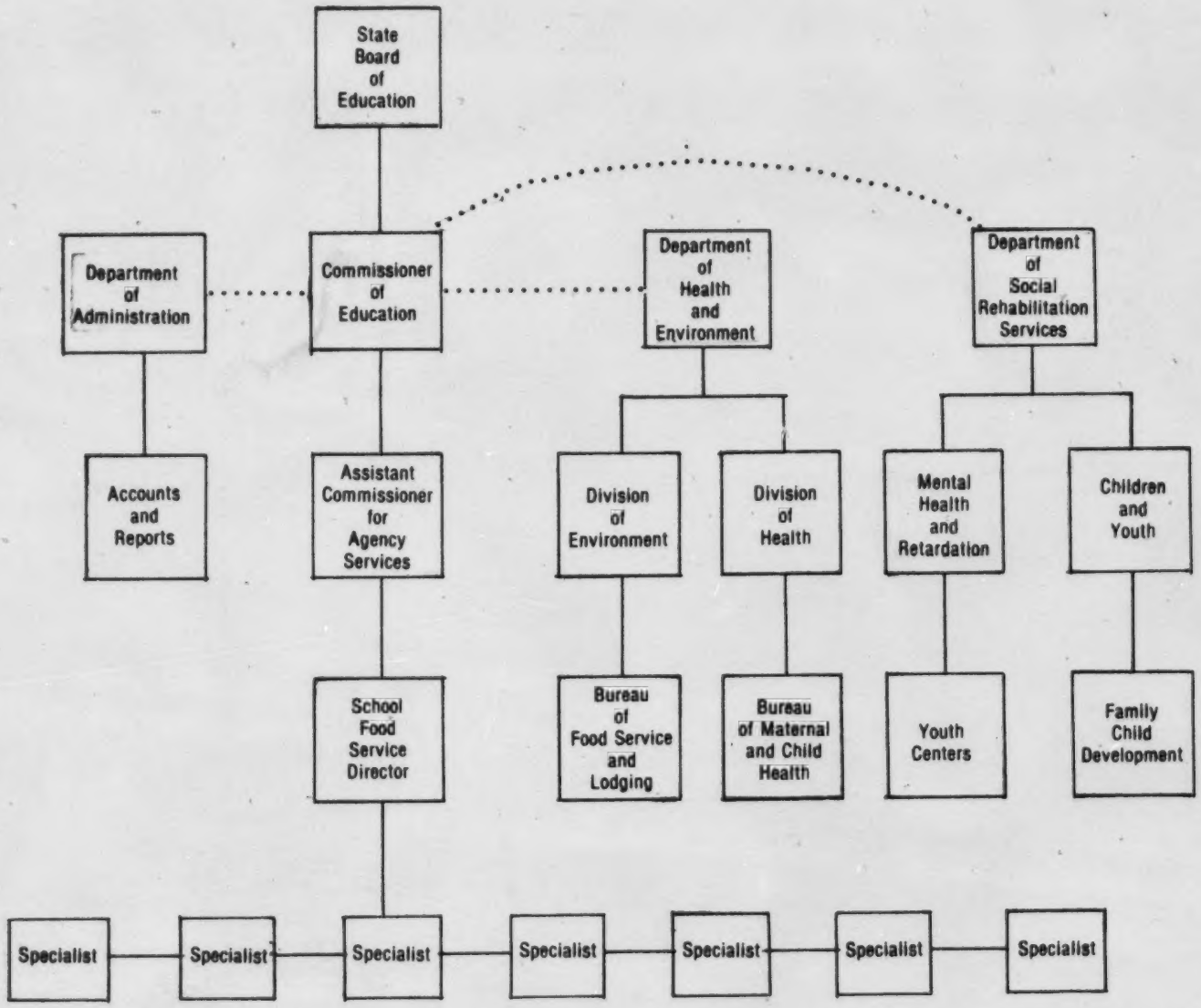
10. School Food Service Specialist (04-05-00-004) works with the Child Care Food Program and the Summer Food Service Program. The specialist provides supervisory assistance to most of the institutions of Kansas that have these programs. Other responsibilities include planning, organizing, and conducting workshops and seminars for food service personnel and sponsoring organizations of the Child Care Food Program and Summer Food Service Program; participating in in-service meetings; and completing office responsibilities. The following percents indicate approximate allocation of time:

    65% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

    20% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and sponsoring organizations.

    15% In-service meetings and office responsibilities (review of regulations, printout analysis).

Organization for Administering School Food Service



STAFFING PATTERN FOR STATE AGENCY
For Fiscal Year 1979

Positions	MAN-YEARS				Total Salary	
	Currently Filled		Currently Vacant			
	State	SAE	State	SAE	State	SAE
School Food Service Director	1	-	-	-	$ 24,055	-
Accounting Personnel	1	1.5	-	-	15,246	$ 21,412
School Lunch Specialists	4	3	-	-	83,129	58,633
Audit Personnel	2	1	-	-	33,636	14,209
Clerical Services	1	1.5			8,234	14,214
TOTAL	9	7	-	-	$164,310	$108,468

ILLUSTRATIVE STATISTICS
Fiscal Year 1977

Eligible School Attendance Centers	1,847
Participating School Attendance Centers—Meal Service	1,732
Participating School Attendance Centers—Special Milk Program Only	40
Participating Summer Camps—Special Milk Program Only	20
Number of Students Enrolled in Participating School Attendance Centers — Lunch	460,140
Breakfast	50,188
Attendance Centers without Meal Service	
Public	38
Nonprofit Private	37
Total Meals Served	
Lunch	51,534,870
Breakfast	1,660,218
Free and Reduced Price Meals Served	
Lunch	13,223,093
Breakfast	951,611
Average Daily Participation of Students in Participating Attendance Centers	
Lunch	286,305
Breakfast	9,223
Average Daily Attendance of Students in Participating Attendance Centers	
Lunch	427,930
Breakfast	46,675
Percent of Participation	
Lunch	66.9
Breakfast	19.8
Number of Servings—Special Milk Program	26,215,169

Child Care Food Program	
Number of Sponsors	90
Number of Sites	
Child Care Centers	145
Family Day Care Homes	38
Average Daily Attendance	4,068
Average Daily Participation	3,580
Total Meals Served	
Lunches and Suppers	865,348
Breakfasts	479,333
Supplements	1,242,254
Summer Food Service Program	
Number of Sponsors	17
Number of Sites	79
Average Daily Attendance	2,847
Number of Program Days	1,465
Total Meals Served	
Lunches and Suppers	136,342
Breakfasts	24,901
Supplements	46,036

FISCAL STATISTICS

Fiscal Year 1977

Funds from State Revenues		
Disbursed directly to schools	$ 1,515,703	
State-level supervision	121,793	
Transferred to schools by local school districts	20,488	
Total State Revenues	$ 1,658,054	
Funds from Local Revenues		
Tax receipts from counties, municipalities, and school districts	$ 4,077,207	
Income from sale of food to children (not to adults)	20,334,523	
Other cash income from individuals, civic groups, and organizations	3,659,634	
Total Local Revenues	$ 28,071,364	
Total Non-Federal Revenues		$ 29,729,418
Funds from Federal Sources		
General Cash for Food Assistance, Lunch	$ 6,863,244	
Cash for Commodities, Lunch	6,147,893	
Special Cash Assistance for Free and Reduced Price Meals, Lunch	7,593,434	
Breakfast	431,765	
Cash for Commodities, Breakfast	50,267	
Special Milk Program	1,725,918	
Nonfood Assistance, Lunch and Breakfast for Schools	282,642	
State Administrative Expense	107,422	
Child Care Food Program	828,426	
Cash for Commodities, Child Care Food Program	108,459	

Summer Food Service Program		144,447	
State Administration, Summer Food Service Program		10,019	
Cash for Commodities, Summer Food Service Program		2,378	
Nonfood Assistance, Child Care Food Program		27,889	
Total Federal Revenue			$ 24,324,213
Total Revenue			$ 54,053,631
Less Funds not Disbursed to LEAs			
State-level supervision	$	121,793	
State Administration, Summer Food Service Program		10,019	
State Administrative Expense, All other programs		107,422	
Total Funds not Disbursed to LEAs			$ 239,244
Total Revenue Disbursed to LEAs			$ 53,814,387
Expenditures by Schools			
For Food	$	24,923,813	
For Labor (cooks, dishwashers, etc.)		18,614,300	
For Other (equipment, utilities, etc.)		5,464,517	
Total Local School Expenditures			$ 49,002,630
Cash Carryover for Beginning Fiscal Year Operation			$ 4,811,757

STATE ADMINISTRATIVE EXPENSE FUNDS FOR FISCAL YEAR 1977

Objectives Met	Item	Cost	
Objectives #1 - 31 (State Plan FY 1978)	Supervisory and Administrative Personnel Salaries		
	3 School Food Service Specialists	$47,076	
	1 Auditor	8,128	
	.5 Accountant	$ 4,468	$ 59,672
	Support Personnel Salaries		
	1 Clerk Steno I	6,542	
	1 Clerk Typist II	9,894	
	.5 Seasonal and Temporary	432	16,868
	Travel and Per diem Expenses	21,768	21,768
	Office Equipment	1,819	1,819
	Office Expenses	22,493	22,493
		TOTAL	$122,620

FEDERAL FUNDING FOR FISCAL YEAR 1979

Reimbursement for Meals and Milk

(Based on Average Rates of Reimbursement
as Established by Federal Regulations)

	Reimbursement Unit (note each program)	X	*Avg. Number of Days of Operation*	X	*Avg. Rate of Reimbursement*	=	*Estimated Funding Need*	*Total*
National School Lunch Program								
General Cash For Food Assistance	309,209*		180		$ .15		$8,348,643	
Special Cash Assistance for Free Meals	70,351*		180		.68		8,610,962	
Special Cash Assistance for Reduced Price Meals	17,859*		180		.58		1,864,480	
Cash for Commodities	309,209*		180		.135		7,513,779	$26,337,864
School Breakfast Program								
Paid Meals	4,625*		180		.1175		97,819	
Free Meals	4,641*		180		.42		350,860	
Reduced Price Meals	435*		180		.34		26,622	
Cash for Commodities	9,701*		180		.035		61,116	536,417
Child Care Food Program								
Paid Lunches and Suppers	1,615**		200		.15		48,450	
Free Lunches and Suppers	2,737**		200		.83		454,342	
Reduced Price Lunches and Suppers	1,289**		200		.73		188,193	
Cash for Commodities for Lunches and Suppers	5,641**		200		.135		152,307	
Paid Breakfasts	654**		200		.1175		15,369	
Free Breakfasts	1,517**		200		.42		127,428	
Reduced Price Breakfasts	635**		200		.34		43,180	
Paid Supplements	2,521**		200		.07		35,294	
Free Supplements	3,199**		200		.2425		155,152	
Reduced Price Supplements	1,840**		200		.1925		70,840	
								1,290,556
Special Milk Program								
Schools—Paid Rate	106,960**		180		.065		1,251,432	
Schools—Free Rate	15,100**		180		.12		326,160	
Institutions—Non-Pricing Rate	29,400**		325		.065		621,075	2,198,667
Summer Food Service Program								
Breakfasts	1,000**		25		.57		14,250	
Lunches	5,500**		25		1.00		137,500	
Suppers	700**		25		1.00		17,500	
Supplements	2,500**		25		.29		18,125	187,375
					Sub total			$30,550,879

* Average Daily Participation
** Average Daily Attendance

PROJECTED STATE ADMINISTRATIVE EXPENSE FUNDS FOR FISCAL YEAR 1979

Justification	Item	Cost	
The State Administrative Expense Funds will be used to meet Objectives #1-23, to complete required audits and to monitor financial management of the Child Nutrition Programs.	Supervisory and Administrative Personnel Salaries 3 School Food Service Specialists 1 Auditor 1.5 Accountant	 $59,606 14,396 21,352	$ 95,354
The State Administrative Expense Funds will be used to perform supportive services, such as correspondence and preparing reports	Support Personnel Salaries 1 Clerk Typist II .5 Seasonal and Temporary	 $10,746 2,368	13,114
The State Administrative Expense Funds will be used to pay expenses of supervisory and administrative personnel as Objectives #1-23 are met and audits are completed.	Travel and Per diem Expenses	20,000	20,000
The State Administrative Expense Funds will be used to meet Objectives #13-16.	Training	20.000	20,000
The State Administrative Expense Funds will be used to pay overhead costs, such as rent and utilities.	Office Expenses	4,358	4,358
		Sub Total	$152,826

NONFOOD ASSISTANCE FUNDS FOR FISCAL YEAR 1979

Objectives to be Met	Item	Cost
Objectives #1	Reserved funds for public and nonpublic schools	$ 45,000
Objectives #3, 4, and 7	Unreserved funds for public and nonpublic schools for expanding and maintaining existing programs.	275,000
Objective #10	Funds for expanding and maintaining existing Child Care Food Programs	25,000
	Sub total	$ 345,000
	Total Federal Funds	**$31,048,705**

STATE FUNDING FOR FISCAL YEAR 1979

The state provides 10 percent of the funds needed to match federal funds for meals served at the rate of three dollars non-federal funds for each one dollar federal funds.

Federal Funds	X	Matching Requirement	X	State Matching Requirement	=	State Program Funds
$7,400,000		3		0.10		$2,200,000

State funds for state administration 169,829

Total State Funds **$ 2,389,829**

Total Funding (Federal and State) FY 1979 **$33,438,674**

CONSTRAINTS

	Federal Statute	Federal Regulations	State Statute	State Regulation	Professional Judgement
1. Child nutrition programs have to operate as nonprofit.	x	x		x	
2. Program income is to be used for only program purposes.		x		x	
3. Only meals which meet minimum requirements may be claimed for reimbursement.	x	x		x	
4. Meals have to be priced as a unit rather than a la carte.	x	x		x	
5. Free and reduced price meals have to be offered.	x	x		x	
6. Reimbursement claims have to be submitted in accordance with the process established by the state.		x		x	
7. By October 1 and March 1, estimates of number of students eligible for free and reduced price meals have to be submitted.		x			
8. Competitive food (candy and pop machines) has to be allowed but controlled.	x	x		x	x
9. Every school district that offers school food service has to establish a food service fund in its budget.			x		
10. Local and state records have to be retained for five years.		(3 years)	x		
11. USDA sets stringent requirements for reports.		x			
12. To be eligible for Nonfood Assistance Funds, school districts, schools, or institutions have to draw attendance from areas of low income economic conditions.		x			
13. Matching funds are required: each dollar of general cash for food assistance must be matched by $3 local funds, for Nonfood Assistance Funds—minimum 25 percent local funds unless the attendance center meets criteria for "especially needy school."	x	x			

CONSTRAINTS (continued)

	Federal Statute	Federal Regulations	State Statute	State Regulations	Professional Judgement
14. The state has a fiscal year-to-year agreement with USDA.		x			
15. State activities are subjected to changes in reimbursement rates and income eligibility guidelines.	x	x			
16. Those who receive free or reduced price meals cannot be overtly identified.	x	x		x	
17. State and local agreements and policies have to be on file.		x		x	
18. Cash payments received in lieu of commodities have to be used to purchase food for the food service programs.	x	x			
19. Senior high school students must be offered all four components of a lunch, but are required to take only three of five food items for the lunch to be eligible for reimbursement.	x	x			
20. Sponsors participating in the Child Care Food Program must be licensed, must have tax exemption under section 501(c) (3) of the Internal Revenue Code, and must 9rovide organized child care in nonresidential, non-school situations.	x	x			
21. All participating school food authorities and sponsors must be audited at least once every two years.		x			
22. The timing for submitting vouchers and receiving warrants delays the mailing of reimbursement checks to school food authorities.					x
23. Changes in reimbursement rates often create a retroactive situation for payments.					x
24. Guidelines for development of State Plan are received in January or February. The approved State Plan must be submitted by May 15.					x
25. New regulations are issued by USDA and are effective immediately. Implementation of new regulations are often difficult if budgets are approved, class schedules established, etc.					x

CURRENT STATUS
of
NATIONAL SCHOOL LUNCH PROGRAM,
SCHOOL BREAKFAST PROGRAM,
CHILD CARE FOOD PROGRAM
as of January 1, 1978

		ADA *
National School Lunch Program		
Estimated Number of Eligible Schools		
Public Schools	1,636	406,890
Private Schools	117	20,320
Residential Child Care Institutions	75	900
Number of Schools Participating in National School Lunch Program		
Public Schools	1,618	404,715
Private Schools	96	15,880
Residential Child Care Institutions	18	220
Number of Schools Without Food Service		
Public Schools	17	1,275
Private Schools	36	1,800
Residential Child Care Institutions	0	0
School Breakfast Program		
Estimated Number of Eligible Schools		
Public Schools	1,636	406,890
Private Schools	117	20,320
Residential Child Care Institutions	75	900
Schools with 25% or more Free and Reduced Price Eligibility	834	204,330
Number of Schools Participating in the School Breakfast Program		
Public Schools	154	47,657
Private Schools	16	1,184
Residential Child Care Institutions	18	220
Schools with 25% or more Free and Reduced Price Eligibility	123	25,915
Estimated Number of Schools Needing the School Breakfast Program But Not Participating		
School Attendance Centers	675	168,750
Residential Child Care Institutions	50	600
Schools with 25% or more Free and Reduced Price Eligibility	675	168,750
Estimated Non-National School Lunch Programs Schools		
Schools with 25% or more Free and Reduced Price Eligibility	39	
Schools Not Participating in School Breakfast Program	39	
Schools Needing But Not Participating	39	1,100
Child Care Food Program		
Number Sponsoring Organizations Participating in Child Care Food Program	7	-
Number Dependent Centers Under Sponsoring Organization	20	487
Number Family Day Care Homes Under Sponsoring Organization	80	320
Number Independent Centers Participating in Child Care Food Program	137	4,110
Estimated Number of Child Care Centers Not Participating in Child Care Food Program	350	7,000
Estimated Number of Family Day Care Homes Not Participating in Child Care Food Program	800	4,000

Estimated Number of Group Day Care Homes Not Participating in Child Care Food Program	0	0
Estimated Number of Child Care Centers Needing But Not Participating in Child Care Food Program	20	400
Estimated Number of Family Day Care Homes Needing But Not Participating in Child Care Food Program	400	1,600
Estimated Number of Group Day Care Homes Needing But Not Participating in Child Care Food Program	0	0

OUTREACH DATA FOR FISCAL YEAR 1979

National School Lunch Program

Number of Schools Targeted for National School Lunch Program Expansion	15
Public Schools	5
Private Schools	5
Residential Child Care Institutions	5

Criteria For Selecting Targeted Schools
See Chapter Four, National School Lunch Program

School Breakfast Program

Number of Schools Targeted for School Breakfast Program Expansion	65
Schools Without Food Service	5
Schools Without Food Service and 25% or More Free and Reduced Price Eligibility	5
Schools With 25% or more Free and Reduced Price Eligibility	45
Other Schools	10

Criteria For Determining Need
See Chapter Four, School Breakfast Program

Criteria For Selecting Targeted Schools
See Chapter Four, School Breakfast Program

Criteria For Selecting Especially Needy Schools
See Chapter Four, School Breakfast Program

Child Care Program		ADA*
Number of Sponsors and Sites Targeted for Child Care Food Program Expansion	113	-
Sponsoring Organizations	2	-
Dependent Centers Under Sponsoring Organizations	3	60
Family Day Care Homes Under Sponsoring Organizations	100	400
Independent Centers	8	160
New Sponsors and Sites Enrolled During FY 1978		
Sponsoring Organizations	2	-
Dependent Centers Under Sponsoring Organizations	6	120
Family Day Care Homes Under Sponsoring Organizations	35	140
Independent Centers	18	360

Criteria for Determining Especially Needy Status for Nonfood Assistance
See Chapter Four, Nonfood Assistance

* Average Daily Attendance

PROJECTIONS FOR FISCAL YEAR 1979

National School Lunch Program, School Breakfast Program, Special Milk Program, Child Care Food Program, and Summer Food Service Program

Eligible School Attendance Centers and Summer Camps for Lunch, Breakfast, and Milk Programs	1,825
Participating School Attendance Centers	
Meal Service	1,723
Milk Service Only	38
Summer Camps, Milk Service Only	25
Number Students to be Enrolled in Participating School Attendance Centers	454,467
School Attendance Centers Without Meal or Milk Service	
Public	2
Nonpublic	37
Total Meals to be Served	
Lunches	59,657,620
Breakfasts	1,746,180
Free and Reduced Price Meals to be Served	
Lunches	15,877,800
Breakfasts	913,680
Estimated Average Daily Participation	
Lunch	309,209
Breakfast	9,701
Estimated Average Daily Attendance of Students in Participating School Attendance Centers	422,654
Estimated Average Daily Attendance of Students in School Attendance Centers not Participating in the National School Lunch Program	19,150
Estimated Number of School Attendance Centers Needing but not Participating in the School Breakfast Program	645
Estimated Average Daily Attendance of Students in School Attendance Centers Needing but not Participating in the School Breakfast Program	145,652
Estimated Number of Child Care Centers Eligible but not Participating in the Child Care Food Program	340
Estimated Average Daily Attendance in Child Care Centers Eligible but not Participating in the Child Care Food Program	6,800
Estimated Number of Family and Group Day Care Homes Eligible but not Participating in the Child Care Food Program	725
Estimated Average Daily Attendance in Family and Group Day Care Homes Eligible but not Participating in the Child Care Food Program	3,625

CHAPTER THREE

OBJECTIVES FOR FY 1979

NATIONAL SCHOOL LUNCH PROGRAM

These objectives are in a prioritized order within each program as established by the task force which met December 1, 1977. The time frame for completing activities and objectives is July 1, 1978, through June 30, 1979.

Statement of Objective #1 The School Food Service will continue to make the benefits of the National School Lunch Program known and available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, sex, color, or national origin.

Background for Selection of Objective

Availability of the benefits of the National School Lunch Program to children in public or licensed nonprofit institutions is a result of P.L. 94-105 Section 12 (d) (6) of the National School Lunch Act, amended to read as follows:

> "(6) 'School' means (A) any public or nonprofit private school of high school grade or under, (B) any public or licensed nonprofit private residential child care institution (including, but not limited to, orphanages, and homes for the mentally retarded). . . ."

Six public and licensed nonprofit private residential child care institutions now participate in the National School Lunch Program. Approximately eighty public or licensed nonprofit private residential child care institutions are eligible for participation in the National School Lunch Program. The Department of Health and Environment is the licensing agency.

Only one unified school district is not participating in the school food service program. That district does participate in the Special Milk Program. One district implemented the National School Lunch Program in six attendance centers in 1977-78 school year, and one private school with 187 enrollment started the program this year.

Expansion of the National School Lunch Program in the one remaining district would involve five attendance centers and approximately 880 students. Expansion of the National School Lunch Program in private schools would affect approximately sixty-nine attendance centers.

Major Steps to Achieve Objective

Step

1. The list of nonparticipating public or licensed nonprofit private residential child care institutions and public and private schools will be up-dated as necessary.
2. Information of program benefits will be distributed to all new institutions and/or sponsors on the up-dated list.
3. Upon request, consultative service will be provided in establishing new programs.
4. Nonfood assistance funds will be made available to initiate a National School Lunch Program in schools and residential child care institutions which indicate a justifiable need.

Evaluation Procedure to Determine if Objective Has Been Met

The benefits of the National School Lunch Program will be available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, sex, color, or national origin. A list of all public and private schools and public or private nonprofit residential child care institutions will be on file in the School Food Service Section. A commitment from each participating school and institution that the benefits of the National School Lunch Program are available to all students will be on file in the School Food Service Section.

Statement of Objective #2 The School Food Service will continue to assist in the improvement of the recordkeeping phase of financial management of the School Food Service programs in 5 percent of the school food authorities.

Background for Selection of Objective

Because of rising costs and tight budgets, sound financial management is essential for school food service programs. Increased reimbursement rates provide needed assistance and enable the schools to provide students with a low-cost or free meal which is both nutritious and of high quality.

To provide cost data so that an accurate meal cost supportive of reimbursement can be computed, school food authorities must keep complete and accurate records.

The majority of school food service programs have developed accurate and efficient methods of recordkeeping. However, data processing printouts indicate a need for improving the recordkeeping procedures in some programs. Specialized assistance is sometimes requested by school food authorities.

Major Steps to Achieve Objective

Step

1. Data processing printouts will be analyzed each month to pinpoint areas for improvement, for example, food cost and labor cost.
2. According to data obtained in Step 1, school food authorities needing improvement of the recordkeeping phase of financial management will be determined.
3. Those school food authorities on the list will be advised personally by either letter, telephone, or during supervisory assistance visits.
4. Articles pertaining to accurate and efficient recordkeeping procedures will be printed in the *School Food Service News*.
5. On request, school food authorities will be provided specialized assistance.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 5 percent of the school food authorities will be assisted in the improvement of the recordkeeping phase of financial management of the food service programs. Evidence of the activities to fulfill this objective will be on file in the School Food Service Section.

Statement of Objective #3 The School Food Service will continue to assist those schools having average daily participation of less than 40 percent to increase their participation in the National School Lunch Program.

Background for Selection of Objective

A survey conducted by USDA indicated that participation in high schools was declining. A high school participation project, conducted for the purpose of promoting the economical and nutritional values of the school food service program, revealed the following reasons contributed to the decline of high school participation: "open campus" lunch hours, a la carte snack bars, unpleasant dining room atmosphere, lack of choice, lack of salesmanship and merchandising of food items, and lack of administrative support. These factors are also responsible for low participation in Kansas schools.

School administrators and food service personnel have indicated an increase in student participation in senior high schools after implementation of "offer vs. serve." This may be because a wider selection of food items is now offered. Continued supervisory assistance in this area will increase participation in additional schools.

Major Steps to Achieve Objective

Step

1. Public relations, salesmanship, merchandising, and the fact that students are customers will be emphasized through articles in the *School Food Service News*, training workshops, and presentations at school food service association meetings.
2. Suggestions for involving students, engaging administrative support, improving atmosphere in dining rooms and service areas, and planning menus to include choice will be distributed to school administrators, student committees, and school food service personnel.
3. When supervisory assistance is provided, activities to increase participation will be discussed with school administrators and school food service personnel.
4. Nonfood assistance funds will be made available to those schools changing their serving arrangements, so choices can be offered and food items can be merchandised.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that those schools which have an average daily participation of less than 40 percent have been assisted in increasing their participation in the National School Lunch Program.

Statement of Objective #4

The School Food Service will assist schools participating in the National School Lunch Program in encouraging consumption of the nutritional meal prescribed by the United States Department of Agriculture.

Background for Selection of Objective

Schools participating in the National School Lunch Program are required to serve lunches meeting the nutritional requirements prescribed by USDA. The Type A lunch was designed to meet one-third of the minimum daily nutritional requirements of a child ten to twelve years of age. By making some adjustments, this meal pattern can be adapted to meet the nutritional requirements for children of all ages.

In some schools, the nutritional meal is not consumed. Food likes and dislikes, method of preparation, size of portions, quality of food, and atmosphere in the serving area and dining room are some of the factors affecting meal consumption.

National concerns in the areas of economy and ecology have aroused much controversy about food waste. As a result of these concerns, P.L. 94-105 states that students in senior high schools participating in the National School Lunch Program shall not be required to accept offered foods which they do not intend to consume. Failure to accept offered foods shall not affect the full charge to the students for a lunch meeting the requirements, or the amount of reimbursement made to any school for such a lunch. P.L. 95-166 contains a similar provision which may be implemented in junior high and middle schools.

The "offer vs. serve" provision was implemented in senior high schools at the opening of the 1976-77 school year. The verbal comments from school food service personnel indicate food consumption has increased some in senior high schools; however, there is still a large amount of food not being consumed in some elementary and junior high schools. It is hoped that implementation of "offer vs. serve" will increase consumption of food at the junior high and middle schools. Nutrition education activities and special efforts to consider the above mentioned factors are still needed at all levels.

Major Steps to Achieve Objective

Step

1. Supervisory assistance will be provided through on-site visits, correspondence, and the *School Food Service News* in the following areas: menu planning, dining room atmosphere, attitudes of servers, utilization of equipment, and time management.
2. Nonfood Assistance funds will be made available to those schools changing their serving arrangements so choices can be offered and food items can be merchandised.
3. Methods of merchandising food items will be distributed to participating schools.

4 Nutrition education programs will be supported in all schools.

5 Identified problems that are encountered with "offer vs. serve" will be discussed during on-site reviews.

6 Guidelines for meeting nutritional requirements in junior and senior high schools will be available upon request.

7 A Civil Rights Compliance Review, including a review of admission policies for private schools, will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

Records which indicate that assistance to encourage consumption of the nutritional meal prescribed by the USDA were given schools participating in the National School Lunch Program will be on file in the School Food Service Section.

Statement of Objective #5 The School Food Service will assist school food authorities with program efficiency by encouraging the concept of School Food Service Director.

Background for Selection of Objective

School Food Service is the largest food service business in Kansas and in many of the local communities. In Kansas, approximately 49 million dollars were spent during the 1977 fiscal year. Directors or supervisors with college degrees are employed in only 7.5 percent of the program sponsors. Eleven percent of the program sponsors have employed directors or supervisors with more than ten years experience in lieu of a college degree. The superintendent, business manager, clerk of the board, building principal, or the cook manager in a school kitchen administers the school food service in the other program sponsors.

In some areas, it might be possible for two or three small school districts to share a qualified director who can coordinate and centralize program functions and responsibilities, such as purchasing, recordkeeping, equipment planning, and menu planning.

Major Steps to Achieve Objective

Step

1 The importance of qualified directors in multiple unit programs will be presented in face-to-face consultation with authorized representatives.

2 A sample job description with minimum and maximum qualification guidelines for a School Food Service Director of a local education agency will be distributed upon request.

3 An article explaining the advantages of having a School Food Service Director (director in multiple unit programs or cooperative coordinator) will be printed in the *School Food Service News*.

4 Organizations, such as the Kansas School Food Service Association, will be requested to consider Multiple Unit Program Director of Cooperative Coordinator as a topic for discussion in their programs.

Evaluation Procedure to Determine if Objective Has Been Met

The concept of School Food Service Director will be encouraged through presentation and discussion as indicated in the records in the School Food Service Section.

SCHOOL BREAKFAST PROGRAM

Statement of Objective #6 The School Food Service will maintain supervisory assistance to existing School Breakfast Programs.

Background for Selection of Objective

In 1966-67 there were four breakfast programs in Kansas, and by the fall of 1977 this number had grown to a total of 188. Continued supervisory assistance is needed in the areas of menu planning, recordkeeping, and accountability.

Since 1966, reimbursement rates have also increased by 134 percent. This money, plus sales to students, must be budgeted carefully to ensure a self-supporting program.

For the program to be successful, serving of breakfast must become a part of the total school day. Breakfast service should be usually quick and efficient, with the meal served within fifteen to twenty-five minutes. Menus should be carefully planned to create and maintain student interest. In addition to minimum requirements, which now includes vegetables or vegetable juice as a part of the fruit component, meat, and other protein-rich foods should be included as often as is practicable to improve the nutrition of participating students.

Major Steps to Achieve Objective

Step

1 Consultative service will be provided.

2 Menu planning and nutritional contributions of meals will be analyzed to determine adequacy of meals.

3 Procedures for personnel and time management will be reviewed to determine efficiency.

4 Preparation of records and reports will be analyzed to determine accuracy.

5 Student participation and menu acceptability will be analyzed.

6 Problem areas will be identified.

7 Corrective action to alleviate problems will be suggested.

8 A Civil Rights Compliance Review will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

Evidence of supervisory assistance to existing school breakfast programs will be found in reports on file in the School Food Service Section.

Statement of Objective #7 The School Food Service will assist with the establishment of new school breakfast programs in 2 percent of the attendance centers not now participating with at least half of these schools with 25 percent or more of enrollment eligible for free and reduced price meals.

Background for Selection of Objective

A pilot breakfast program was authorized by P.L. 89-642 and was funded for two years. When selecting schools to participate in this program, School Food Service Specialists gave first consideration to schools drawing attendance from areas in which low-income economic conditions existed and to schools in which a substantial proportion of the children enrolled traveled long distances daily.

The National School Lunch Act and Child Nutrition Act of 1966 Amendments of 1975, Section 4, was amended by adding at the end thereof the following new subsection:

> "(g) As a national nutrition and health policy, it is the purpose of the Congress that the school breakfast program be made available in all schools where it is needed to provide adequate nutrition for children in attendance..."

From an educator's point of view, breakfast is probably the most important meal of the day. Studies show that no more than 20 percent of the households in the U.S. eat an adequate breakfast. This poor breakfast habit is not confined to any particular economic group or area. Nutritionists agree that between one-fourth and one-third of the day's required nutrients must be consumed at breakfast if one is to maintain maximum productivity. The nutrients missed at breakfast are rarely made up during the day.

The federally funded School Breakfast Program makes breakfast available to all children, feeds those who might otherwise miss the most vital meal of the day, teaches what good nutrition is, and in some cases helps lighten the financial burden of families. About 10 percent of the schools in Kansas are participating in the School Breakfast Program. The School Breakfast Program has not grown as rapidly as USDA expectations; therefore, they are encouraging statewide outreach and expansion.

Major Steps to Achieve Objective

Step

1 Letters or personal contact will be utilized to follow-up in schools which indicate interest in the breakfast program as a result of the needs assessment conducted in January 1978.

2 Information will be disseminated to public and nonpublic schools which have indicated a need and/or interest in the School Breakfast Program.

3 Consultative service will be available on request.

4 Articles will be published in *School Food Service News* explaining nutritional value of breakfast and availability of school breakfast program.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 2 percent of the attendance centers not now participating in the School Breakfast Program, will be assisted with the establishment of new school breakfast programs, with half of these in schools with 25 percent or more of enrollment eligible for free and reduced price meals.

CHILD CARE FOOD PROGRAM

Statement of Objective #8 The School Food Service will conduct at least eight (8) training sessions for sponsoring organizations of the Child Care Food Program with emphasis on their responsibility for keeping and submitting complete and accurate records and for meeting minimum nutritional requirements.

Background for Selection of Objective

Sponsors of child care food programs are responsible for obtaining approval of programs, serving meals that meet minimum nutritional requirements, keeping accurate records for accounting, and maintaining a file of records for a specified time. Many persons in child care food service are not familiar with the nutritional requirements and recordkeeping necessary for program operation. To help sponsoring organizations and staff develop more efficient and effective operations, training sessions are needed. Responsibilities of sponsoring organizations, introduction and interpretation of reporting forms, use of the Menu Planning Book, planning and calculating menus, and completing reimbursement claims are stressed.

As centers are visited by School Food Service Specialists, directors of child care centers have stressed the need for training sessions. They indicate that not all information can be transmitted in newsletters and correspondence.

Major Steps to Achieve Objective

Step

1 Need for the training will be assessed according to audits, reimbursement claims, requests, and discussions during on-site visits.

2 Sites for the training sessions will be selected according to the identified areas where the training is needed.

3 Permission will be requested for use of facilities to hold training sessions in selected sites.

4 Sessions will be organized around the capabilities of interested participants in recordkeeping, reporting, meal requirements, sanitation, utilization of equipment, and nutrition education.

Evaluation Procedure to Determine if Objective Has Been Met

Eight training sessions will be conducted for sponsors of child care food programs.

Statement of Objective #9 The School Food Service will provide supervisory assistance for all sponsoring organizations and sponsors of new program and for 60 percent of those child care food program sponsors now participating.

Background for Selection of Objective

Carrying out food service programs in the approved child care centers is the responsibility of the sponsor. Many of these sponsors are not aware of the nutritional requirements and the records needed to maintain the program.

The Kansas State Department of Education provides consultative, technical, and managerial personnel to review program performance and to give assistance. Supervisory assistance includes workshops, newsletters, and visits to participating sponsors and sponsoring organizations to ensure adequate menus, accurate records and reports, and efficient management.

On January 1, 1978, forty of the ninety-eight authorized representatives were recently appointed and had no previous experience with the Child Care Food Program. This group needs consultative assistance as soon as possible after the authorized representatives assume their responsibility.

Major Steps to Achieve Objective

Step

1 Menu planning and nutritional contributions of meals will be studied.

2 Procedures for preparation of records and reports will be reviewed.

3 Problem areas of the programs will be identified.

4 Corrective action to alleviate the problems will be suggested.

5 Consultative service will be provided to help with corrective action.

6 Child care centers will be advised to purchase food from school food service programs if it is impossible to prepare meals on site.

7 Management plans submitted by participating sponsoring organizations will be reviewed and approved.

8 A Civil Rights Compliance Review, including a review of admission policies for child care centers, will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

All new programs and 60 percent of the existing programs will be visited and supervisory assistance provided as evidenced by reports on file.

Statement of Objective #10 The School Food Service will expand the Child Care Food Program by enrolling ten (10) eligible sponsors and/or sponsoring organizations not now participating.

Background for Selection of Objective

In 1968, the National School Lunch Act was amended to add a new section extending the eligibility for participation in the Child Nutrition Programs to include children in "service institutions." The eligible institutions were limited to public or private nonprofit centers which provided day care to children from areas in which poor economic conditions existed or from areas in which there were high concentrations of working mothers.

This limitation was lifted by P.L. 94-105 passed in 1975. States are now allowed to initiate, maintain, or expand the Child Care Food Program to any licensed, nonprofit, nonschool, nonresidential center that has an organized program for child care.

The nonprofit criterion is the factor which narrows the field for expansion, because most of the incorporated centers with tax-exempt status under section 501(c)(3) of the Internal Revenue Code are presently participating in Child Care Food Program.

Major Steps to Achieve Objective

Step

1 Information about program benefits will be sent to all interested center directors or representatives of sponsoring organizations.

2 Upon request, consultative service will be provided.

3 All new participating sponsors will be visited by a School Food Service Specialist.

4 Child Care Associations and child care centers now in the program will be encouraged to serve as sponsoring organizations for family day care homes. Consultative services by a School Food Service Specialist will be available.

Evaluation Procedure to Determine if Objective Has Been Met

The Child Care Food Program will be expanded by 10 eligible sponsors and/or sponsoring organizations. Evidence of this will be on file in the School Food Service Section.

SPECIAL MILK PROGRAM

Statement of Objective #11 The School Food Service will provide information about the Special Milk Program to all public or private schools which are not currently participating and provide assistance upon request.

Background for Selection of Objective

Any school may participate in the Special Milk Program by making written application to the State Department of Education.

In participating schools, milk is available to all children regardless of their ability to pay. Free milk is available to all children who are eligible for free lunches when milk is served at times of no meal service. Reimbursement is provided so the charge to paying students can be reduced from what it would normally be if the school were not in the Special Milk Program. Reimbursement for milk served free to eligible children is based on the average cost of milk purchased from suppliers.

Ninety-three attendance centers with an enrollment of approximately 15,500 are not presently participating in the Special Milk Program.

Major Steps to Achieve Objective

Step

1 A list of public and private schools which are not participating in the Special Milk Program will be compiled.

2 Participation in the Special Milk Program will be encouraged through letters, news releases, and personal contacts to school administrators so that the program may be expanded.

3 If a school is not participating in the Special Milk Program, the School Food Service Specialist will discuss the program when a supervisory assistance review is made or provide assistance upon request.

4 Upon request, the necessary forms and instructions will be sent.

Evaluation Procedure to Determine if Objective Has Been Met

A list of all the public and private schools to whom information was sent and assistance given about the Special Milk Program will be on file in the School Food Service Section.

Statement of Objective #12 The School Food Service will monitor the implementation of the Special Milk Program in participating schools.

Background for Selection of Objective

Section 3 of the Child Nutrition Act of 1966, as amended, states that children who qualify for free lunches under guidelines set forth by the Secretary of Agriculture shall also be eligible for free milk when it is served at times of no meal service. Eligibility for free milk is determined by the standard set forth in current regulations.

To be eligible for reimbursement, each school food authority must submit a free and reduced price meal and free milk policy statement to the State Department of Education for approval; make milk available to all eligible students whenever milk is made available at times other than during a meal service period; make milk available to eligible students who elect not to take a free meal under the National School Lunch Act when milk is made available during a meal service period; make no discrimination against any child because of his inability to pay for the milk; make maximum use of the reimbursement payments to reduce the price of milk served to children who pay; and comply with the requirements of the USDA's regulations respecting nondiscrimination on the basis of race, color, sex, or national origin.

The School Food Service Section must assure that all participating schools and institutions implement all requirements of the Special Milk Program covered by their program agreement. To meet this responsibility, understanding of the Special Milk requirements and administrative procedures must be increased at the local level. On-site visits by School Food Service Specialists provide the means to disburse information, identify problems, and suggest solutions regarding the Special Milk Program.

Major Steps to Achieve Objective

Step

1 Through discussion and observation during each on-site visit, the status of the implementation of the Special Milk Program will be determined.

2 If requirements are not being met, School Food Service personnel will suggest corrective action be taken.

3 A follow-up letter will be sent to those schools not fulfilling recommendations for change as indicated in Step 2.

4 A Civil Rights Compliance Review, including a review of admission policies for private schools, will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

Summaries of the on-site visits to schools participating in the Special Milk Program will be on file in the School Food Service Section and will indicate implementation of the program was monitored.

TRAINING

Statement of Objective #13 The School Food Service will maintain the present twenty (20) vocational training classes and ten (10) one-day workshops for food service personnel; and will sponsor, when necessary, instructional meetings for local administrative personnel (administrative, authorized representatives, and clerical or recordkeeping personnel) who work with school food service procedures.

Background for Selection of Objective

The training program for school food service personnel sponsored in cooperation with the Vocational Education Administration Section in the Kansas State Department of Education has grown from three classes in 1964 to twenty classes in 1977. Training is designed to increase the individual's job knowledge, improve food service techniques and the employee's productivity, and prepare the worker for greater responsibility. For suggested topics for training classes, School Food Service Specialists during their supervisory assistance visits of the food service programs in the schools assess and evaluate needs. School food service persons are also involved in determining the needs of study. Legislation, regulations, and competencies important for optimum performance are identified topics which have been studied in training classes.

It is necessary to offer at least twenty vocational classes annually to train new personnel, to help keep personnel abreast of current developments and changes, and to review procedures. Vocational classes include the training of food service personnel in all areas of quantity food service, that is basic nutrition and menu planning, nutrition education, principles and practices of food service management and operation, quantity food purchasing, quantity food preparation, merchandising techniques, reduced plate waste, labor cost control, improved worker productivity, sanitation, safety, energy accountability, facility layout, equipment purchase and use, new trends in food service management and nutrition, and interpretations and implementation of USDA Child Nutrition legislation and regulations. Enrollment in these classes is limited due to limited laboratory facilities.

One-day workshops are held by School Food Service Section personnel to promote public relations and to familiarize school food service personnel with up-to-date information for the current school year. Resource persons from USDA, various state agencies, commercial companies, and local school personnel are guest speakers at these meetings. Enrollment is open-ended for the one-day workshops.

The need for continued training classes and workshops was emphasized again this year at the December meeting with the task force.

Major Steps to Achieve Objective

Step

1 The vocational training classes will be established in cooperation with the Vocational Education Administration Section.

2 The vocational training classes and workshops will be held in areas where needed. Four of the vocational training classes offered will be in the area of nutrition.

3 School officials will be contacted to obtain permission to hold vocational training classes and one-day workshops at designated locations.

4 Qualified teachers for vocational classes will be obtained.

5 A second refresher training session will be conducted for the teachers of vocational training classes by the Department of Dietetics, Restaurant, and Institutional Management of Kansas State University.

Evaluation Procedure to Determine if Objective Has Been Met

Twenty vocational training classes and ten one-day workshops for food service personnel will be held.

Statement of Objective #14

The School Food Service will cooperate with state universities, community junior colleges, and area vocational-technical schools to determine the need for classes for food service personnel, administrators, and teachers of classes, to coordinate the classes offered on a statewide basis, and to develop course content.

Background for Selection of Objective

Schools, hospitals, nursing homes, commercial establishments, and college food service are all looking to the state universities, community junior colleges, and area vocational-technical schools to determine and answer the need for training programs for food service personnel and to coordinate classes offered on a state-wide

basis, so there will be uniformity in course content and the most efficient use made of the available limited funds for training. In past years, food service management classes have been offered at Pittsburg State University, Fort Hays State University, and Kansas State University. Several of the community colleges and area vocational-technical schools are offering or are interested in offering classes for food service personnel. There have been two meetings at Kansas State University of representatives from interested groups, universities, and agencies this past year to work on determining need, coordinating at a state level, developing course content, and funding for classes. As a result, a purchasing class for food service personnel will be offered at Pittsburg State University and Fort Hays State University this summer. The outline developed for the purchasing class at Kansas State University will be used by instructors at Pittsburg and Hays. The Dietetics, Restaurant, and Institutional Management Departments at Kansas State University will conduct a second refresher class for the teachers of training class for food service personnel that will be offered state-wide.

At the meeting this year, the task force recommended that in-depth training opportunities be provided for food service personnel. Food service personnel are requesting that new opportunities be provided for training for their complex job which requires diverse skills. New federal legislation and regulations are, in many cases, mandatory training for food service personnel.

Major Steps to Achieve Objective

Step

1. The School Food Service Section will make recommendations for course content for the refresher class for the teachers of training classes for food service personnel.
2. Information concerning classes for school food service personnel will be disseminated in the *School Food Service News*, personal letters and contacts.
3. When legislation permits, the School Food Service Section will provide funding for classes.

Evaluation Procedure to Determine if Objective Has Been Met

Full cooperation will be given to state universities, community junior colleges, and vocational-technical schools to determine need for classes, to coordinate classes on a state-wide basis, and to develop course content. All correspondence, articles in the *School Food Service News*, and reports of personal contacts which relate to an effort to cooperate will be on file in the School Food Service Section.

Statement of Objective #15

The School Food Service with the assistance of the universities will evaluate the course content of classes offered to ensure relevancy.

Background for Selection of Objective

On December 1, 1977, a meeting attended by representatives of school administrators and local school food service personnel was held in Salina to discuss and prioritize the objectives of the School Food Service Section. The group of representatives recommended that Objective #15 pertaining to training programs again be included in the State Plan for Fiscal Year 1979.

Thirty-six (36) hour vocational training classes and one-day workshops have been offered for several years. Needed skills or topics for these classes and workshops have been identified by the specialists during their supervisory assistance visits to the school food service programs in schools. Class handbooks have been written or approved by the School Food Service Section.

In June, 1977, one of the instructors of the refresher class offered at Kansas State University for persons who teach food service personnel visited 36-hour vocational classes, one-day workshops, and the management workshop at Fort Hays State University to evaluate teaching methods and relevancy of course content. A written report on her evaluation of these training sessions was submitted to the School Food Service Section.

The universities are interested in sharing their expertise to assist the School Food Service Section in evaluating the needs that exist and to create appropriate feedback mechanisms to determine the learning experience. A second refresher course for teachers of training classes for food service personnel to be offered by the Dietetics, Restaurant, and Institutional Management Department, Kansas State University, this summer will help to ensure relevancy of course content for classes offered.

Major Steps to Achieve Objective

Step

1. Information from evaluation sheets completed by participants in last year's vocational classes, one-day workshops, and college classes will be used in evaluating course content.
2. Recommendations made in the report submitted by the instructor from the Dietetics, Restaurant, and Institutional Management Department, Kansas State University, Manhattan will be used to upgrade course content of classes offered.
3. On the basis of evaluation data, course content will be revised or new courses that go into more depth will be provided to ensure relevancy.

Evaluation Procedure to Determine if Objective Has Been Met

Results of the evaluation of course content of classes will be on file in the School Food Service Section.

Statement of Objective #16 The School Food Service will provide in-service training for the staff of the State Department of Education working in the area of school food service.

Background for Selection of Objective

Changes in legislation and regulations are ongoing processes and increase the need for regular in-service training sessions so that all personnel are adequately informed. Regular opportunities should be presented for the staff to exchange ideas for improving supervisory assistance efforts, especially in monitoring and providing assistance to local programs. Problems can also be discussed and decisions made concerning questions that arise during visits to schools. Records, reports, printouts, and audits are also topics of discussion. When the State Department of Education personnel is adequately informed and receives the same information and instruction, the chance for misunderstanding between state and local personnel is lessened.

Staff attendance at out-of-state meetings or conferences will provide a basis for future in-service meetings. Occasionally, resource persons from other agencies and commercial companies need to meet with personnel to keep them informed of current trends in foods, technology, and other areas of interest.

Major Steps to Achieve Objective

Step

1. Areas of need and topics for discussion will be identified through printout analysis, supervisory assistance, audit reports, and program regulations and instructions.
2. In-service training sessions will be scheduled six times during the year.
3. In-service training sessions for staff presented by resource persons from other agencies and commercial companies will be scheduled three times during the year.
4. Agency staff will be notified of the time, place, and agenda for meetings.
5. Within budget limitations, each staff member will be scheduled to attend one educational out-of-state meeting or conference. (ASFSA, AHEA, and National Restaurant Association Convention).

Evaluation Procedure to Determine if Objective Has Been Met

In-service training sessions will be provided for State Department of Education staff working in the area of school food service. Agenda and persons in attendance will be on file in the School Food Service Section.

NUTRITION EDUCATION

Statement of Objective #17 The School Food Service will sponsor and encourage participation in a nutrition education workshop for nutrition education coordinators, other personnel, and community leaders interested in promoting nutrition education.

Background for Selection of Objective

Today's thrust for nutrition education has caused some school administrators and boards of education to employ nutrition coordinators or to allow time for the School Food Service Director to serve as nutrition coordinator. By bringing nutrition into the classroom, coordinators can help children establish sound nutritional habits and prevent dietary inadequacies.

This relationship between diet and the learning process has been well expressed by Dr. Frederick J. Stare,* Chairman of the Department of Nutrition, Harvard University. He has stated that "A child who is fed properly is a better student, than a hungry one. Proper food habits learned early in life are never really 'unlearned'. . . . It is not possible to separate nutrition from health."

Nutrition coordinators have been working independently on various nutrition education projects. They are in positions of leadership serving in classrooms as teachers or resource persons, writing materials for use by teachers, working with other school staff, such as school nurses, counselors, and curriculum directors, and assisting some junior college students in their health practicums.

A nutrition education workshop was held on October 28, 1977, for a select group of coordinators and/or school food service directors who had completed or were working on nutrition education activities. A variety of topics was presented at the workshop, including nutrition in the elementary grades, "Nutes," nutrition in the news, nutrition at adult in-service meetings of teachers and school food service personnel, and weight control by behavior modification. Workshop proceedings are being compiled for workshop participants.

Participants' written evaluations of the workshop as disclosed in Objective #22 in Chapter One indicated that all of those present are interested in attending another Nutrition Education Coordinators' Workshop. Suggestions made by participants will give direction to the planning of next year's meeting.

Major Steps to Achieve Objective

Step	
1	Evaluation of the 1977 Nutrition Education Workshop will be reviewed.
2	Conferences will be held with possible resource persons in nutrition education.
3	Plans for the workshop date, location, and program will be made.
4	Workshop information will be sent to nutrition coordinators.
5	A follow-up meeting will be tentatively scheduled after the workshop.
6	Participants will evaluate the workshop.
7	Conference proceedings will be compiled.

Evaluation Procedure to Determine if Objective Has Been Met

A Nutrition Education Coordinaator's Workshop will be sponsored by the School Food Service Section. Proceedings of the workshop will be compiled and kept on file in the School Food Service Section.

Statement of Objective #18 The School Food Service will make teaching aids and learning center activities available for grades 1-9.

Background for Selection of Objective

Nutrition education is favorably accepted by many school administrators and curriculum directors, but it is difficult for teachers to teach nutrition when they often have little nutrition education preparation. Leadership is needed in developing guidelines and materials for teaching nutrition education. School Food Service Specialists are knowledgeable in nutrition and their knowledge and interest qualifies them as nutrition resource persons.

In a speech made to the American School Food Service Association's 1977 national convention, Senator George McGovern presented nutrition educators with many challenges. He stated that the Senate Select Committee on Nutrition and Human Needs' report, entitled "Dietary Goals for the United States," documents widespread changes in dietary practices during the past fifty years. Senator McGovern also pointed

out that six of the ten leading causes of death in the United States have been linked to diet. The need for representatives of allied groups, such as public health, home economics, and school food service, to work together toward the development of a nutrition education program and the importance of the public being able to discern the difference between information provided by vested interests and data derived from independent nutritional studies were stressed in his talk.

Currently, school food service personnel are evaluating nutrition activities which are in the developmental stages. In response to some of the issues raised by Senator McGovern, the following subjects will be explored as additional nutrition education activities are developed: the relationship of nutrition to health and development, the application of nutrition knowledge in daily food habits, the effect of technology on food quality and availability, and job opportunities in foods and nutrition.

The materials which will be developed for grades seven, eight and nine of Level Three will be added to the materials for grades one, two, and three of Level One and grades four, five, and six of Level Two. Level Two was developed in Objective #25, Chapter Three, Fiscal Year 1978 State Plan.

Major Steps to Achieve Objective

Step

1 The present nutrition activities, *Nutrition Is Our Bag*, will be evaluated by those who use them.

2 Nutrition education materials for grades seven, eight and nine will be reviewed and evaluated.

3 Nutrition education materials and teaching aids will be accumulated from various sources.

4 Teaching aids for nutrition education will be developed.

5 Information concerning the available materials will be sent to program sponsors upon request.

6 An evaluation sheet for schools that used the materials will be designed.

Evaluation Procedure to Determine if Objective Has Been Met

Nutrition education teaching aids will be available for grades one through nine.

Statement of Objective #19 The School Food Service will maintain a working bibliography of nutrition education materials available and resources used in nutrition education programs.

Background for Selection of Objective

Today, the need for nutrition education and the challenges it presents are evident. A remarkable diversity of nutrition related opinions and practices exist, mingled with much misinformation and quackery. The working bibliography, developed in August, 1976, by a school participating in the N.E.A.T. Project, provided a list of reliable sources of information about current issues in nutrition. This bibliography was updated in 1977.

Films, film strips, books, pamphlets, and periodicals which pertain to nutrition education are listed in the bibliography. Information is organized by subject, such as nutrition for adolescents, elderly persons, athletes, children and infants; diet and health in relation to disease; food values; general nutrition information; teen-age pregnancy and weight control. In order to be effective nutrition information, the bibliography must be kept up-to-date.

By utilizing this bibliography, nutrition educators and students will be able to keep pace with current nutrition facts and assure the validity of their nutrition information.

Major Steps to Achieve Objective

Step

1 Evaluation of the bibliography will be made by those who have used it.

2 Sponsors of nutrition education activities will be interviewed to determine the nutrition education resources used in schools.

3 A list of recent nutrition education resources and materials will be compiled and added to the bibliography.

4 School Food Service Specialists will consult with the state nutritionist in the State Department of Health and Environment concerning available nutrition education resources.

5 Announcement of the availability of additions to the bibliography will be made in the *School Food Service News*.

Evaluation Procedure to Determine if Objective Has Been Met

The working bibliography of nutrition education activities and resources on file in the School Food Service Section will be maintained and will be available upon request.

Statement of Objective #20 The School Food Service will cooperate with other sections of the Kansas State Department of Education and other interested agencies and groups to promote nutrition education through Child Nutrition Programs.

Background for Selection of Objective

The Child Nutrition Programs can provide an outstanding vehicle for schools to develop nutrition education laboratories for learning. Thus, the School Food Service Section can serve as a catalyst for encouraging cooperation among groups interested in promoting nutrition education. Although numerous groups are concerned with nutrition education, there is no overall coordination of efforts. Through cooperation among these groups, duplication of work can be avoided and greater results can be achieved.

Groups interested in promoting nutrition education range from curriculum directors and curriculum committees in local schools to county and state governmental agencies and private business and auxiliary groups, such as: Kansas Dental Association, Kansas Dietetics Association, Kansas Association of School Health, Kansas School Food Service Association, Kansas Home Economics Association, Kansas Nutrition Council, Kansas Dairy Council, and the Kansas Wheat Commission.

Participation in workshops, seminars and meetings sponsored by groups outside of the Kansas State Department of Education have proven to be excellent opportunities for the School Food Service Specialists to obtain the latest nutrition information, resource persons, and materials. Reciprocally, the School Food Service Specialists can provide nutrition education assistance and information or serve as resource people for these groups. In addition, the School Food Service Section has many nutrition education materials and learning activities which could be helpful to other groups.

Cooperation between the School Food Service Section and other groups involved with nutrition education is essential to strengthening and accomplishing common goals.

Major Steps to Achieve Objective

Step

1 Nutrition education resource persons, within other groups interested in promoting nutrition education, will be identified.

2 Resource persons from other groups will be invited to participate in nutrition education activities sponsored by the School Food Service Section.

3 Nutrition education activities which have statewide significance and are sponsored by groups outside of the Kansas State Department of Education will be identified.

4 The School Food Service Specialists will participate in at least one nutrition education activity which is of state-wide significance and is sponsored by a group outside of the Kansas State Department of Education.

5 Requested assistance and information will be provided to groups interested in promoting nutrition education.

6 The cooperation of groups interested in promoting nutrition education will be encouraged.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate cooperation with other sections of the Kansas State Department of Education and other interested agencies and groups to promote nutrition education through Child Nutrition Programs.

Statement of Objective #21 The School Food Service will provide, upon request, consultative service in the areas of implementation and/or evaluation of nutrition education programs.

Background for Selection of Objective

Many administrators, teachers, and school food service employees have recognized the need for nutrition education and have indicated their desire to become involved. But frequently, they are unsure of what action should be taken to initiate or continue nutrition education activities and/or projects. Very few school districts have developed or are using sequential nutrition education curricula. A small percentage of teachers and school food service personnel have any formalized training in this field; and there is often a lack of knowledge of existing nutrition education resource, teaching, and classroom materials. The School Food Service Section wants to increase nutrition education awareness among educators, school food service personnel, and students. A nutrition education consultative service could serve both to promote nutrition education and to provide assistance to schools.

At this time, funds have not been budgeted to employ a full-time Nutrition Education Specialist or to extensively promote nutrition education. Therefore, School Food Service efforts in this area are, by necessity, quite limited. One specialist currently has 20 percent of her time allocated to nutrition education, and her background qualifies her to provide consultative service in nutrition education. She evaluates existing nutrition education programs, makes suggestions for possible learning center activities, and assists in planning and developing nutrition education programs. Because of the constraints on this specialist's time, these services can be offered only on a request basis.

Area specialists are in a position to inform school food authorities of the importance of nutrition education and of the consultative service offered by the School Food Service Section. When school food authorities express interest in nutrition education, the area specialist can work with the School Food Service Specialist who devotes a portion of her time to nutrition education to provide the requested assistance. The availability of professional guidance in nutrition education will hopefully result in the implementation, improvement, and expansion of nutrition education programs in more schools.

Major Steps to Achieve Objective

Step

1. During supervisory assistance reviews and through phone conversations, correspondence, and an article in the *School Food Service News*, the School Food Service Section will explain and promote the nutrition education consultative service.
2. Area specialists will inform the School Food Service Specialist who devotes a portion of her time to nutrition education of those school food authorities, located in the specialists' respective areas of the state, who have expressed interest in utilizing the nutrition education consultative service.
3. The School Food Service Specialist who devotes a portion of her time to nutrition education, area specialist, and the school food authority will cooperatively determine which of the nutrition education consultative services are appropriate for the needs of the school food authority.
4. The School Food Service Specialist who devotes a portion of her time to nutrition education will work with the area specialist to provide the school food authority with the requested nutrition education consultative services.

Evaluation Procedure to Determine if Objective Has Been Met

Records of school food authorities requesting nutrition education consultative service and of the service provided will be maintained by the Nutrition Education Specialist and kept on file in the School Food Service Section.

OTHER OBJECTIVES

Statement of Objective #22 The School Food Service will work with the established task force as needed to study pertinent issues and to make recommendations.

Background for Selection of Objective

Qualified representatives from school food service programs and school administrators have demonstrated support and knowledge of the National School Lunch and Breakfast Programs. The task force contributes towards establishing and prioritizing objectives in cooperation with the School Food Service Section. The task force together with the School Food Service Section has been able to identify concerns in implementing programs and have made suggestions to help solve some of the problem areas. They can continue to contribute much toward maintaining efficient and more effective school food service in Kansas.

Major Steps to Achieve Objective

Step

1 Task force members will be oriented to the operation of National School Lunch and Breakfast Programs.

2 Concerns and problem areas will be identified.

3 Task force members will cooperate with School Food Service Section in emphasizing the importance of nutrition education.

4 Meetings of the task force will be called to study special issues whenever it is deemed necessary.

Evaluation Procedure to Determine if Objective Has Been Met

The task force will study issues and make recommendations which involve the School Food Service Section and other groups and agencies. Reports of its work will be on file in the School Food Service Section.

Statement of Objective #23 The School Food Service will use a systematic procedure for subjective evaluation of Child Nutrition Programs.

Background for Selection of Objective

The two major goals of all child nutrition programs are 1) to promote the health and well-being of students and 2) to encourage the consumption of nutritious foods. Because these are both long-range goals, objective measurements of progress would require large amounts of time and money. The School Food Service Specialists' professional backgrounds qualify them to make subjective evaluations of progress toward these goals during on-site visits.

An evaluation by a single individual on a single day at a single site would have low reliability and validity. A summary of all observations and evaluations made in the state during the course of a year would be valid for the state as a unit.

Major Steps to Achieve Objective

Step

1 A list of observable factors which logically correlate with the desired goals will be developed.

2 Descriptors for each factor to be used by all observers will be adopted.

3 A format to be used by all observers will be developed.

4 A procedure for summarizing data will be developed.

Evaluation Procedure to Determine if Objective Has Been Met

Results of the evaluation will determine the emphases of the fiscal year 1980 state plan. Summary records will be on file in School Food Service Section.

Statement of Objective #24 The School Food Service will use a systematic procedure for approval of free and reduced price meal policies within the Department of Education and for review of implementation in the school food authorities.

Background for Selection of Objective

Each school food authority must annually submit a free and reduced price meal policy for Department approval. The policy includes specified statements in the Program Agreement with the Department of Education and the following attachments: letter to parents which includes USDA mandates, application form which provides information about family size and income, news media release which announces availability of free and reduced price meals, and a description of the collection and accountability procedures which protect the identity of the child.

The 1977-78 USDA Management Evaluation of the School Food Service Section noted a small percentage of error in the approval of free and reduced price meal policies. Some approved attachments did not include all the required information; various school districts did not add a statement of unemployment and change in family size. A systematic procedure on the state level can allow for more thorough review of the attachments.

Implementation of the policy in each school food authority can be observed during on-site visits. A systematic procedure for School Food Service Specialists will ensure that all phases of implementation are reviewed.

Major Steps to Achieve Objective

Step

1. The use of an approved letter to parents, application, and news media release will be required by the Department of Education.
2. Procedures for reviewing and approving each policy will be established.
3. All policies will be reviewed and approved or not approved by October 15, 1978.
4. The supervisory assistance review form will be developed so that free and reduced price meal policy implementation can be reviewed systematically during on-site visits.

Evaluation Procedure to Determine if Objective Has Been Met

Records which indicate a systematic procedure for approval of free and reduced price meal policies within the Department of Education and for review of implementation in school food authorities will be on file in the School Food Service Section.

CHAPTER FOUR

SCHOOL FOOD SERVICE PROGRAMS

NATIONAL SCHOOL LUNCH PROGRAM

The National School Lunch Program was authorized by the National School Lunch Act (P.L. 79-396) in 1946 with amendments in 1952, 1962, 1968, 1970, 1975, and 1977. The grant-in-aid program is designed to safeguard the health and well-being of the state's children and to encourage the consumption of nutritious food by serving lunches at school.

The funds are apportioned to the state which in turn reimburses local school boards at a specified rate per lunch served not to exceed actual costs. Originally schools received foods purchased especially for the lunch program and federally donated commodities from surplus food stocks. For the past four years, Kansas opted to take cash in lieu of commodities. Despite the fact that the program was federally initiated and supported, today federal cash assistance provides about 25 percent of the cost of the lunches; about 25 percent comes from state and local sources; and about 50 percent comes from children's payments.

Apportionment of funds each fiscal year is made on the basis of two factors: the participation rate for the state and the assistance need rate, based on the per capita income for the state as compared to the national per capita income. The federal cash for food assistance used in the state for reimbursing schools must be matched with funds from sources within the state -- such as state funds, locally appropriated funds, children's payments, etc. -- at the rate of three dollars for each federal dollar. Program regulations allow reimbursement rates of up to fourteen and one-half cents for each lunch with milk for regular prices and substantially higher rates for meals served free or at reduced price. Cash in lieu of commodities provides an additional twelve and three-fourths cents per student meal. Reimbursement for each lunch shall not exceed actual costs.

All public and nonprofit private schools of high school grade or under and public and licensed nonprofit private residential institutions may participate in the National School Lunch Program. To be eligible for participation, a school must agree to operate the lunch program on a nonprofit basis, to serve nutritious meals that meet standards established by the United States Department of Agriculture, and to provide lunches free or at a reduced price in keeping with income eligibility guidelines established annually by the USDA. Children who receive free or reduced price lunches are not to be identified or discriminated against in any way. All children who attend the participating schools are eligible to take part in the lunch program. Although approximately 98 percent of the eligible school attendance centers participate in the National School Lunch Program, the School Food Service Section will continue outreach activities to attendance centers which meet the following criteria: (1) no food service is available, (2) only limited snack items in vending machines are offered, and/or (3) the enrollment is from an area in which the percent of students eligible for free and reduced price meals is equal to or exceeds the statewide average, 24 percent.

The Type A lunch pattern is the standard for the National School Lunch Program. The pattern is based on daily dietary allowances recommended for ten-to-twelve-year-old boys and girls by the Food and Nutrition Board of the National Research Council. At an average cost of about fifty-five cents to the child, the Type A lunch pattern provides about one-third of the recommended daily dietary allowances. The lunch includes (1) one-half pint of fluid milk; (2) two ounces of lean meat, poultry, fish, or various other protein items; (3) three-fourths of a cup of fruits and/or vegetables from two sources; and (4) a slice of whole-grain or enriched bread or an equivalent serving of biscuits, muffins, or rolls. Portions are adjusted according to the nutritional needs of the different sizes and ages of children being served. Regulations allow senior high school students to select only three of five items or all five if they so desire for the lunch to be eligible for reimbursement. New legislation will also allow students in junior high schools and in middle schools to select only three of five food items or all five if they so desire.

Although written records of regulatory fulfillment are kept, assessing the attainment of the two objectives in offering the program in schools is largely subjective. Evidence is available to indicate that the school lunch does provide children an opportunity for illustration and experience in nutrition and health education, but whether the program can be evaluated in terms of health on the subjective level is questionable.

Evaluation of the program is through study of menus and observations by School Food Service Specialists of the local programs in operation. A standard format is used to record the evaluations of each visit.

SPECIAL MILK PROGRAM

The Special Milk Program was first authorized by P.L. 83-690 in August, 1954, and later authorized by the Child Nutrition Act of 1966. The legislation provides appropriations to "encourage consumption of fluid milk by children in the United States." The state receives a cash grant to reimburse schools and institutions which provide milk to children at a low cost. Such institutions include nonprofit schools of high school grade and under, child care centers, nonprofit nursery schools, settlement houses, summer camps, and similar nonprofit organizations devoted to the care and training of children.

Fluid milk is the basic component in an adequate diet. It is a component of the Type A school lunch and/or breakfast meal pattern. For children attending schools that do not have the equipment and facilities to operate a lunch or breakfast program, the Special Milk Program offers an especially important nutritional contribution to their diet.

Apportionment of funds to the state is based on payments made to schools and child care institutions for program reimbursement during the preceding fiscal year. Reimbursement payments are not made for the first half-pint of milk served as part of the Type A lunch or as part of the School Breakfast Program. The maximum rate of reimbursement is six and one-fourth cents per half-pint. Milk may be served to children at any time during the school day. Children eligible for free meals will be offered milk, free of charge, at times other than period of meal service.

Evaluation of the program is through observations by School Food Service Specialists of the local programs in operation. A standard format is used to record the evaluations of each visit.

SCHOOL BREAKFAST PROGRAM

The School Breakfast Program was authorized by the Child Nutrition Act (P.L. 89-642), enacted in October, 1966, extended for three years by P.L. 90-302 in May, 1968, and given permanent status in October, 1975. The legislation authorizes cash and food assistance for breakfast programs in an effort to improve the diets of school children. Kansas opted to receive cash assistance only. First priority for assistance was originally given to schools drawing attendance from low income economic areas and schools to which a substantial proportion of children traveled a long distance daily. Now the emphasis of the legislation is on the need of the child. About half of the breakfasts served in the School Breakfast Program are served free or at a reduced price.

USDA is requiring states to conduct extensive outreach and program expansion activities. The School Food Service Section has determined that schools with 25 percent or more of enrollment eligible for free and reduced price meals are schools which have the greatest need for a School Breakfast Program. Criteria for selection of other schools which will be targeted for School Breakfast Program expansion are (1) schools which indicated an interest in the breakfast program as a result of the needs assessment conducted in January 1978; (2) schools which have early morning activities for students, such as athletic practice; (3) schools which have students who are transported great distances or for an extended period of time.

The school breakfast is designed to give a child a good start toward meeting his or her daily nutritional needs. To be eligible for cash reimbursement, the School Breakfast Program must supply, as a minimum, (1) one-half pint of fluid milk; (2) one-half cup of fruit or vegetable or both or full strength fruit or vegetable juice; and (3) one slice of whole-grain or enriched bread, or an equivalent serving of biscuits, muffins, rolls, or cereal. Schools are encouraged to include protein-rich foods, such as eggs, meat, cheese, and peanut butter, as often as is practical. It is believed that allowing the choice of vegetables will maintain the nutritional standards of the pattern while adding flexibility in menu planning.

The act authorizes funds to states for the maintainence of existing programs and establishing new nonprofit breakfast programs in schools. Program regulations allow a reimbursement of up to forty-two and one-fourth cents for each breakfast served not to exceed actual costs. Schools which meet the following criteria for especially needy schools may be able to receive reimbursement in excess of the maximum rates: (1) percent of enrollment eligible for free and reduced price meals is greater than 51 percent; and (2) according to breakfast cost data, the schools are eligible to receive reimbursement in excess of the specified maximum rates if the cost of providing breakfast exceeds the maximum reimbursement. This criteria will be printed in the *School Food Service News*.

Although responsibilities of the School Breakfast Program are similar to those of the National School Lunch Program, the School Breakfast Program is not accepted on the local level to the extent that the National School Lunch Program is accepted. Opposition originates from the belief that the schools should not have total child care responsibility. If breakfasts are added to the school's responsibilities, the question arises as to where the line is drawn between education and "baby-sitting." Some object because of the need for additional supervision and problems in scheduling. It is felt in some areas of the state that school breakfasts are not needed, because most of the children are provided breakfasts at home. However, many students do arrive at school without breakfast. Hungry students cannot function as effectively in the classroom as those who get their nourishment. The effects of morning hunger are familiar to teachers; listless children who cannot pay attention and who complain about headaches and stomachaches.

Nutritional, educational, and social benefits are offered to the students by the School Breakfast Program. On the national level, especially the Iowa Breakfast Study, the benefits have been tested. The conclusion is that school attendance, alertness, learning ability, and the general health of the students have been enhanced in schools where the breakfast program is offered.

Evaluation of the program is through study of menus and observations by School Food Service Specialists of the local programs in operation. A standard format is used to record the evaluations of each visit.

CHILD CARE FOOD PROGRAM

The Child Care Food Program (P.L. 94-105) of 1975 was originally authorized as Special Food Service Program for children in an amendment to the National School Lunch Act (P.L. 90-302) of 1968. Through grants-in-aid the state is assisted in formulating and carrying out programs that initiate, maintain, or expand food service programs for children in nonresidential institutions which provide child care. In general, the program embodies two phases: (1) payments to reimburse institutions in connection with costs of providing food service to children (food assistance) and (2) payments to reimburse institutions in part for the cost of the purchase or rental of equipment for the storage, preparation, transportation, or serving of food to children (nonfood assistance). (See Nonfood Assistance Program of this chapter.)

Institution means any licensed, nonschool, public, or private nonprofit organization providing day care services where children are not maintained in permanent residence, or a sponsoring organization which is an independent entity responsible for the management of the food program in one or more child care centers or family and group day care homes.

To be eligible for participation, the institutions agree to operate a nonprofit food service for all children attending the institution, to serve meals which meet nutritional standards established by the USDA, to serve the same meal at no separate charge to all children who are in attendance at meal time, and to make no discrimination against any child because of the family size and income information provided by his parents.

The program regulations specify the allowable reimbursement rates, which are subject to change every six months, or allow a reimbursement of the actual cost of providing the meals, whichever is the lesser. Payments to eligible institutions which submit reimbursement vouchers are made on a monthly basis by the state. Reimbursement rates for suppers and lunches are equivalent to reimbursement rates for the National School Lunch Program; the reimbursement rates for the breakfast equals the reimbursement rates for the School Breakfast Program; and reimbursements rates for supplements vary from six cents for paid supplements to twenty-three and three-fourths cents for those children served free.

After entering a written agreement with the state, the sponsor is responsible for the food service. The sponsor may wish to contract the food service with food service management companies. One limitation in this arrangement is the procedure of competitive bidding in contracting a food service management company.

The food service, whether contracted or prepared at the site must meet nutritional standards. The meals must consist of specific portions of basic food groups according to the ages of the children. One or any combination of the following meals may be served: for breakfast (1) milk, (2) fruit or juice, and (3) a serving of bread, rolls, or a cereal; for lunch or supper (1) milk, (2) meat or a meat alternate, (3) two or more vegetables and/or fruits, and (4) a serving of bread or rolls; for supplemental food between meals (1) milk, fruit, or vegetable juice, and (2) a serving of bread, rolls, or cereal.

The School Food Service Section is responsibile for the maintenance of accounts for program funds and records and reports on two levels: (1) keeping them on the state level, and (2) seeing that they are kept on the local level. Although this is true of all school food service programs, greater assistance is needed by this program because of limited backgrounds of local personnel.

In addition to the responsibility of records, the School Food Section evaluates through on-site visits the programs of the participating institutions at least once a year. Other visits are made due to request or need. The specialists in the School Food Service Section have an overall objective in mind when evaluation visits are made; this program is to help children of preschool age who are particularly susceptible to dietary deficiencies that may have permanently harmful effects on a child's health and capacity to learn.

Evaluation of the program is through study of menus and observations by School Food Service Specialists of the local programs in operation. A standard format is used to record the evaluation of each visit.

TRAINING PROGRAM

The most difficult problem facing any business today is recruiting and retaining qualified personnel. School food service is "big business" and subject to the same personnel problems confronting other segments of the business world. Well planned training programs are needed to develop good employees and to involve all employees in the school food service programs.

The purposes of training are to prepare persons to assume supervisory positions in food service departments, to make available trained nonprofessional supervisors, to increase the supervisors and workers job knowledge, to improve job skills and prepare the individual for greater responsibility, to increase the earning potential of the person trained, and to advance the cause of nutrition programs in the nation.

The need for upgrading the food production skills and knowledge of the cafeteria personnel has been documented. For example, a recent USDA survey of over 8500 school food service managers and workers revealed that only three out of ten employees completed training in the past ten years. Almost half, or 44 percent, of the more than 8500 survey respondents indicated a desire for more training. Principle reasons given for wanting more training were "to improve my total performance," "to increase my knowledge," and "to learn more food service techniques."

Training is a continuous operation; after pretraining, continued training is a vital necessity. Because personnel performance is an essential aspect of successful food services, personnel costs often constitute the greatest single expenditure in most budgets. Additional education benefits the school food service as well as the individual.

Thirty-six hour vocational classes at various locations in the state are sponsored by the School Food Service Section in cooperation with the Vocational Education Administration Section of the Kansas State Department of Education. Currently, the Vocational Education Administration Section provides funds for a portion of the class costs with the remainder assessed to the participants. The materials and manuals used in the classes are approved or developed by the School Food Service Section. This past summer, Kansas State University offered a class for teachers of vocational classes. Another class will be offered in the summer of 1978. It is hoped that the participants in this class can evaluate and upgrade the course content of the manuals to ensure relevancy. The local education agency only becomes involved if it wishes to have a school food service employee attend a class or if it received a request to use the school's facilities for the class. Local managers and other professional personnel assist in conducting these classes.

The value of training programs has been observed by the School Food Service Specialists and the State Department of Education auditors as they visit the schools and audit records throughout the year. Observations indicate a decrease in recordkeeping and reporting errors. The supervisory assistance visits made by School Food Service Specialists record (1) increase in participation, (2) better menu planning and food preparation, (3) less food waste, (4) improved atmosphere in dining room, (5) better buying practices, (6) good personnel relations, (7) more nutrition education, (8) improved merchandising techniques, (9) better communications, (10) improved public relations, (11) more training of helpers, (12) necessity of energy conservation, (13) training as an effective management tool, (14) increased productivity, and (15) more interest in student preferences and involvement. All of these areas are now covered in the workshops and training classes for food service personnel.

School administrators, principals, teachers, students, parents, and the community also are aware of the value of training programs. Specialists hear comments from these persons as they are in the schools. It should be noted that other institutions besides educational ones are very interested in hiring school food service personnel because of the training they have received.

An effort has been made to create appropriate feedback mechanisms to determine the impact on the trainee and to evaluate the benefit of the learning experiences. Employees who understand the basic requirements and purposes of the programs are motivated to perform well.

NUTRITION EDUCATION PROGRAM

The intent of Section 2 of the Child Nutrition Act is to promote the health and well-being of children. This presents two challenges to school food service personnel (1) to provide nutritionally adequate meals at school and (2) to help the students understand the relationship between the food they eat and life-long health. The second objective is accomplished only when children have an understanding of their nutritional needs and of the components of a balanced diet. In addition, it is essential that they learn to make nutritionally sound food choices because simply exposing children to nutritious foods does not in itself assure that they will choose to consume those foods.

Nutrition education is a process whereby the significant facts of nutrition are acquired by people in such a way that nutritional behavior changes. For this process to be effective, classroom learning experiences must be linked to school meals. Thus, a school is not getting full value from its food service program unless that program is education-oriented as well as nutrition-oriented. Few school food service programs are currently capable of fulfilling the need for nutrition education. But with appropriate training and guidance, the majority of school food service programs could supplement the education programs through their influence on the food habits of school children.

The need for nutrition education has never been more evident. Public interest in the relationship between health and diet is growing rapidly. Unfortunately, much of the material disseminated under the guise of nutrition information, such as advertisements and popular diet books, is of questionable value. Persons who are unaware of basic nutrition concepts find it increasingly difficult to separate fact from fallacy.

Many health problems in this country are related to poor nutrition practices; most notably, the high incidence of obesity. Ignorance of nutritional needs, rather than a lack of food or money, is often the cause of these problems. For example, the Agricultural Survey of 1965 indicated that one-third of the households with incomes of $10,000 or more did not meet the recommended levels of all nutrients needed to provide a good diet, although none of the families in this income bracket had diets listed as poor. At the income level of $3,000 or less, 36 percent of the households had diets rated as poor. The Ten State Nutritional Survey of 1968-1970 found evidence of hunger and malnutrition in every part of the United States. These situations can only be remedied when individuals become aware of the importance of good nutrition habits.

There are no federal regulations concerning nutrition education; but P.L. 95-166, recently enacted, provides for a nutrition information and education program, which will be authorized as an entitlement program for two years and will undergo the appropriations process for one year. This program will include, but will not be limited to, instructing students with regards to the nutritional value of food and the relationship between food and human health, instructing teachers in sound principles of nutrition education, and instructing school food service personnel in the principles and practices of food service management. At the state level, the program will be coordinated by a nutrition education specialist. Grants will be made to state educational agencies at the rate of fifty cents per child enrolled in schools and institutions in the state; however, no state shall receive less than $75,000 per year. A state plan for the use of program funds, based on an assessment of nutrition education needs, must be developed and submitted by each state. It is possible that nutrition education will be a separate plan for next year.

Until federal regulations are issued, efforts to promote nutrition education at the state level will continue to be subject to numerous constraints. First, the state has no budgeted funds for a nutrition education program. Second, staff time available for working with nutrition education is quite limited. As noted in Chapter Two, only one specialist's job description has time allocated specifically for nutrition education. Third, while many persons and groups are interested in nutrition education, there is no statewide coordination of efforts.

This results in duplication of work in some areas of nutrition education and a void of materials and information in other areas. Fourth, local school systems often do not have the time, funds, and expertise necessary for developing nutrition education programs.

Working within these limitations, the School Food Service Section is attempting to involve school food service personnel in promoting nutrition education. For the past three years, 36-hour vocational classes in nutrition have been held for school food service personnel. Also, a nutrition education consultative service is offered by the School Food Service Section. Consultative service in nutrition education is initiated only at the request of the local school food authority. Depending on the needs and interests of the school food authority, one or more of the following services may be provided:

1. Evaluation of existing nutrition education programs.
2. Suggestions for possible nutrition education learning activities.
3. Assistance in planning and developing a nutrition education program.

NONFOOD ASSISTANCE PROGRAM

The Nonfood Assistance Program, authorized by the Child Nutrition Act of 1966, P.L. 89-642, provides funds for the purchase of equipment for child nutrition programs. These funds are to purchase or rent equipment for the initiation, maintenance, and/or expansion of food service.

To receive funds, a school district or institution must currently be participating or planning to participate in the Child Nutrition Programs and meet the following criteria:

1. Evidence that the school or institution draws attendance from areas in which poor economic conditions exist.
2. Evidence that the school has no equipment or grossly inadequate equipment to operate a School Food Service Program.

An attendance center may be eligible for 100 percent funding if it meets the following criteria for "an especially needy school":

1. The percent of enrollment eligible for free and reduced price meals is greater than 51 percent.
2. According to established criteria to determine local funding, if the center is eligible to receive more than 75 percent funding, the center may receive 100 percent funding.

A child care center is eligible for 100 percent funding if it meets the following criteria for "an especially needy center":

1. The percent of enrollment eligible for free and reduced price meals is greater than 75 percent.
2. The capital outlay funds budgeted for major equipment is insufficient to make purchases.
3. Evidence that the equipment purchased with Nonfood Assistance Funds will be used only by the institution making application.
4. Compliance with all regulatory requirements for participation in Child Care Food Program.

According to federal regulations, funds are designated by USDA between *unreserved* for existing programs and *reserved* for new programs. The ratio of federal funds requested to funds received is based on the financial need of the school or sponsor, the number of participants from low income families, the availability of funds, the need of proposed equipment in preparation or service of meals, and the ratio of cost to the number of children fed. The section will inform the school food authority of their eligibility and will work with them in planning the acquisition of any equipment needed to operate the School Food Service program effectively.

When the School Food Service Section Specialists evaluate the programs, they observe the impact of the new piece of equipment on the food program. Previous records of on-site visits are consulted to determine what difference, if any, was made by the addition of the new equipment. Despite the fact the Nonfood Assistance Funds involve only equipment, the relationship of the equipment to the fulfillment of the school food

service objectives is assessed. Foremost in the on-site visits is to seek the answer to one question: Did the funds (1) safeguard the health or well-being of the children and (2) encourage the consumption of nutritious food?

CHAPTER FIVE

OVERALL PROGRAM EVALUATION

Like other areas of the education system, evaluation of school food service programs suffers from a paucity of dependable information concerning the effects of food service practices and products on children. Past evaluation has been based primarily on meeting federal guidelines and legislation rather than by an organized system. The professional and experience backgrounds of specialists in the School Food Service Section make them uniquely suited to offer subjective value judgments about the progress and outcome of the programs. It is intended to improve current evaluation procedures during fiscal year 1979 by ensuring that evaluation is done on a systematic basis and that subjective value judgments are maintained by written records.

The evaluation of all school food service programs is based on a four-phase procedure: evaluation of needs, evaluation of implementation, evaluation of progress, and evaluation of outcome.

An evaluation of needs is made on requests for financing all new programs. The request includes a statement of the problem to be alleviated with the funds. Specialists in the School Food Service Section then assess the number of low income families or the need for a program (*need* has not been defined in federal regulations) in relationship to the facilities, personnel, and tentative budget to determine if the new program could meet the needs of the students.

The school districts or schools are relied upon to furnish necessary information. Most of the districts have the logistics of school bus schedules, new school locations, and changing school boundaries as well as data on the students' social and economic welfare readily available. On the state level such information is then compared to the federal requirements for the particular program for which the request has been made.

Evaluation of implementation takes place after the program has been initiated into the school or institution. This type of evaluation involves monitoring to determine the extent to which the specified elements of the program have been implemented as planned. Specialists of School Food Service Section make on-site visits each year to approximately one-third of the preparation sites to observe menus and menu calculations, the procedure for retaining the anonymity of a child who receives free services, the availability of reduced price meals, lunchroom atmosphere, food service personnel morale, and quality of food. These periodic observations are made in the lunchroom of the school's facilities. Much of the evaluation is by subjective professional judgment. There will be a standard format to be followed for developing a written evaluation for each on-site visit.

Progress evaluation provides information about the programs of the school food service programs' components in meeting the objectives and guidelines of the program. Obtaining the information involves the maintenance and periodic inspection of the records, computer printouts, and written agreements. After on-site visits have been made in the evaluation-of-implementation phase, observations are checked against the written data kept on the programs. Discrepancies are noted to the particular school or institution involved. This type of objective evaluation yields information that does not rely on human judgment about the performance of others; thus it tends to be less controversial. The information is collected and processed so that the results are easily presented in a form that facilitates decisions about the program and institution involved.

Outcome evaluation provides information about the success or failure of the entire program. The information can support a decision to maintain, modify, expand, or discontinue a program.

All school food service programs desire the following outcomes:

1. extensive student participation;
2. improved student attendance, attitude, and behavior;
3. improved health and alertness;
4. development of social graces;
5. improved food selection;
6. improved management of program;
7. fewer errors on reporting forms and records.

Current evaluation techniques confine most assessment of the desired outcomes to four: extensive student participation, improved food selection, improved management of programs, and fewer errors on reporting forms and records. Information to justify decisions in these areas can be obtained.

For the next year the School Food Service Section plans to expand and improve the four-phase evaluation procedure, with special emphasis on subjective evaluation. Recently an assessment of the midwestern state departments of education has been undertaken to study appropriate instruments for evaluating school food service programs during on-site visits. Although the judgmental element can not be replaced, an instrument with common criteria about pre-identified areas would reduce personal biases.

CHAPTER SIX

NEEDS ASSESSMENT

SCHOOL FOOD SERVICE STUDENT NEEDS ASSESSMENT

The following table identifies the estimated number of students who are eligible for free and reduced price meals and the number of average daily participation by the district as of October 1, 1977. The difference in the figures of the two columns is the number who are not receiving school food services. The need figure possibly includes students who pay full price for their meals even though they are eligible for free or reduced price if their family would apply.

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
ALLEN	256	Moran-Elsmore	140	100	40
	257	Iola	445	449	-4
	258	Humboldt	201	113	88
ANDERSON	365	Garnett	228	167	61
	479	Kincaid	93	75	18
ATCHISON	377	Effingham	419	285	134
	409	Atchison	990	671	319
BARBER	254	Medicine Lodge	165	137	28
	255	Kiowa	100	80	20
BARTON	354	Claflin	68	33	35
	355	Ellinwood	105	78	27
	428	Great Bend	851	553	298
BOURBON	234	Fort Scott	708	420	288
	235	Uniontown	201	159	42
BROWN	415	Hiawatha	370	280	90
	430	Horton	208	126	82
	510	Powhattan	144	113	31
BUTLER	205	Leon	350	114	236
	206	Remington	83	61	22
		Circle (Towanda)	165	114	51
	385	Andover	98	82	16
	394	Rose Hill	90	58	32
	396	Douglass	90	53	37
	402	Augusta	317	192	125
	490	El Dorado	500	119	381
	492	Rosalia	122	25	97
CHASE	284	Cottonwood Falls	173	114	59
CHAUTAUQUA	285	Cedar Vale	88	63	25
	286	Sedan	310	114	196
CHEROKEE	404	Riverton	370	119	251
	493	Columbus	435	356	79
	499	Galena	365	256	109
	508	Baxter Springs	263	188	75
CHEYENNE	103	Cheylin	70	44	26
	297	St. Francis	274	73	201
CLARK	219	Minneola	22	22	0
	220	Ashland	67	52	15
CLAY	379	Clay Center	450	275	175

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
CLOUD	333	Concordia	728	434	294
	334	Glasco	78	76	2
COFFEY	243	Lebo-Waverly	163	97	66
	244	Burlington	274	154	120
	245	LeRoy-Gridley	85	75	10
COMANCHE	300	Coldwater	135	94	41
COWLEY	462	Burden	200	124	76
	463	Udall	100	89	11
	465	Winfield	480	360	120
	470	Arkansas City	402	372	30
	471	Dexter	90	78	12
CRAWFORD	246	Arma	258	267	9
	247	Cherokee	299	285	14
	248	Girard	613	328	285
	249	Frontenac	197	98	99
	250	Pittsburg	1187	585	602
DECATUR	294	Oberlin	120	87	33
	295	Jennings	61	39	22
DICKINSON	393	Solomon	131	79	52
	435	Abilene	618	253	365
	473	Chapman	296	241	55
	481	Hope	100	26	74
	487	Herington	75	70	5
DONIPHAN	406	Wathena	103	82	21
	425	Highland	143	102	41
	429	Troy	161	104	57
	433	Denton	110	18	92
	486	Elwood	92	65	27
DOUGLAS	348	Baldwin	127	91	36
	491	Eudora	187	146	41
	497	Lawrence	1548	987	561
EDWARDS	347	Kinsley-Offerle	118	77	41
	502	Lewis	60	39	21
ELK	282	Howard	190	136	54
	283	Longton	100	73	27
ELLIS	388	Ellis	99	94	5
	432	Victoria	89	72	17
	489	Hays	261	54	207
ELLSWORTH	327	Ellsworth	145	113	32
	328	Lorraine	76	82	-6
FINNEY	363	Holcomb	130	94	36
	457	Garden City	1255	842	413
FORD	381	Spearville-Windthorst	52	30	22
	443	Dodge City	294	276	18
	459	Bucklin	72	45	27
FRANKLIN	287	Pomona	252	119	133
	288	Central Heights	120	79	41
	289	Wellsville	127	96	31
	290	Ottawa	800	347	453
GEARY	475	Junction City	1747	1494	253

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
GOVE	291	Grinnell	31	29	2
	292	Grainfield	84	34	50
	293	Quinter	75	44	31
GRAHAM	280	Morland	55	42	13
	281	Hill City	107	88	19
GRANT	214	Ulysses	359	347	12
GRAY	102	Cimarron	83	74	9
	371	Montezuma	37	25	12
	476	Copeland	30	23	7
	477	Ingalls	26	22	4
GREELEY	200	Greeley (Tribune)	120	84	36
GREENWOOD	386	Madison	177	104	73
	389	Eureka	205	149	56
	390	Hamilton	78	55	23
HAMILTON	494	Syracuse	100	76	24
HARPER	361	Anthony	230	216	14
	511	Attica	30	24	6
HARVEY	369	Burrton-Mt. Hope	91	57	34
	373	Newton	807	575	232
	439	Sedgwick	102	84	18
	440	Halstead	141	.82	59
	460	Hesston	75	51	24
HASKELL	374	Sublette	100	14	86
	507	Satanta	122	92	30
HODGEMAN	227	Jetmore	62	68	-6
	228	Hanston	42	22	20
JACKSON	335	Jackson Heights	100	101	-1
	336	Holton	128	119	9
	337	Mayetta	243	190	53
JEFFERSON	338	Valley Falls	131	83	48
	339	Winchester	73	68	5
	340	Meriden	92	71	21
	341	Oskaloosa	87	71	16
	342	McLouth	78	63	15
	343	Perry	115	113	2
JEWELL	276	Esbon	19	14	5
	277	Burr Oak	43	24	19
	278	Mankato	118	25	93
	279	Jewell	91	60	31
JOHNSON	229	Stanley	97	61	36
	230	Spring Hill	270	108	162
	231	Gardner	355	201	154
	232	DeSoto	184	149	35
	233	Olathe	1031	689	342
	512	Shawnee Mission	2369	1225	1144
KEARNY	215	Lakin	140	118	22
	216	Deerfield	73	70	3
KINGMAN	331	Kingman	277	179	98
	332	Cunningham	143	70	73

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
KIOWA	422	Greensburg	35	28	7
	424	Mullinville	49	15	34
	474	Haviland	59	58	1
LABETTE	503	Parsons	853	556	297
	504	Oswego	152	121	31
	505	Chetopa	169	136	33
	506	Altamont	443	266	177
LANE	468	Healy	23	18	5
	482	Dighton	100	57	43
LEAVENWORTH	207	Ft. Leavenworth	112	97	15
	449	Easton	84	71	13
	453	Leavenworth	980	877	103
	458	Basehor-Linwood	55	58	-3
	464	Tonganoxie	267	176	91
	469	Lansing	179	153	26
LINCOLN	298	Lincoln	125	93	32
	299	Sylvan Grove	39	20	19
LINN	344	Pleasanton	106	81	25
	346	Mound City	356	155	201
	362	LaCygne	390	157	233
LOGAN	274	Oakley	84	74	10
	275	Winona	40	10	30
LYON	251	Admire	146	90	56
	252	Hartford	117	92	25
	253	Emporia	813	569	244
MARION	397	Lost Springs	181	78	103
	398	Peabody-Burns	128	131	-3
	408	Marion	135	81	54
	410	Durham	105	87	18
	411	Goessel	35	20	15
MARSHALL	364	Marysville	249	135	114
	380	Centralia	210	203	7
	488	Axtell	123	112	11
	498	Waterville	170	111	59
McPHERSON	400	Lindsborg	126	91	35
	418	McPherson	276	165	111
	419	Canton-Galva	115	87	28
	423	Moundridge	67	33	34
	448	Inman	95	72	23
MEADE	225	Fowler	16	15	1
	226	Meade	86	64	22
MIAMI	367	Osawatomie	294	263	31
	368	Paola	423	344	79
	416	Louisburg	220	99	121
MITCHELL	272	Cawker City	307	345	-38
	273	Beloit	268	240	48
MONTGOMERY	436	Caney	616	208	408
	445	Coffeyville	1160	894	266
	446	Independence	693	432	261
	447	Cherryvale	175	140	35
MORRIS	417	Council Grove	487	189	298

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
MORTON	217	Rolla	75	62	13
	218	Elkhart	80	68	12
NEMAHA	441	Sabetha	211	144	67
	442	Seneca	207	138	69
	451	Baileyville	119	98	21
NEOSHO	101	Erie-St. Paul	780	367	413
	413	Chanute	695	490	205
NESS	301	Utica	29	20	9
	302	Ransom	49	36	13
	303	Ness City	90	34	56
	304	Bazine	8	8	0
NORTON	211	Norton	171	100	71
	212	Almena	74	67	7
	213	Lenora	90	55	35
OSAGE	420	Osage City	139	93	46
	421	Lyndon	78	56	22
	434	Santa Fe Trail	275	174	101
	454	Burlingame	91	77	14
	456	Melvern	119	93	26
OSBORNE	392	Osborne	192	88	104
OTTAWA	239	Minneapolis	192	124	68
	240	Bennington	153	116	37
PAWNEE	495	Ft. Larned	307	165	142
	496	Rozel	17	12	5
PHILLIPS	324	Kirwin	48	36	12
	325	Phillipsburg	225	84	141
	326	Logan	96	60	36
POTTAWATOMIE	320	Wamego	153	151	2
	321	St. Marys	344	225	119
	322	Onaga	102	70	32
	323	Westmoreland	417	96	321
PRATT	382	Pratt	230	148	82
	438	Skyline	64	56	8
RAWLINS	317	Herndon	17	17	
	318	Atwood	144	81	63
RENO	308	Hutchinson	1393	1228	165
	309	Nickerson	415	300	115
	310	Langdon	134	129	5
	311	Pretty Prairie	97	67	30
	312	Haven	218	153	35
	313	Buhler	215	170	45
REPUBLIC	426	Courtland	79	62	17
	427	Belleville	150	101	49
	455	Cuba	38	33	5
RICE	376	Sterling	118	88	30
	401	Chase	130	79	51
	405	Lyons	267	209	58
	444	Little River	159	101	58
RILEY	378	Riley	90	47	43
	383	Manhattan	892	763	129
	384	Randolph	43	39	4

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
ROOKS	269	Palco	52	44	8
	270	Plainville	249	102	147
	271	Stockton	198	98	100
RUSH	395	LaCrosse	211	135	76
	403	Otis-Bison	160	77	83
RUSSELL	399	Paradise	66	46	20
	407	Russell	236	241	-5
SALINE	305	Salina	1415	1207	208
	306	S. E. Saline	160	59	101
	307	Ell Saline	48	40	8*
SCOTT	466	Scott City	135	92	43
SEDGWICK	259	Wichita	13,778	8060	5718
	260	Derby	942	631	311
	261	Haysville	425	289	136
	262	Valley Center	250	166	84
	263	Mulvane	121	92	29
	264	Clearwater	121	101	20
	265	Goddard	187	94	93
	266	Maize	150	87	63
	267	Andale	422	196	226
	268	Cheney	111	89	22
SEWARD	480	Liberal	1240	437	803
	483	Kismet-Plains	95	94	1
SHAWNEE	345	Seaman	519	380	139
	372	Silver Lake	71	40	31
	437	Washburn	647	427	220
	450	Tecumseh	435	326	109
	501	Topeka	5543	4467	1076
SHERIDAN	412	Hoxie	160	110	50
SHERMAN	352	Goodland	481	402	79
SMITH	236	Lebanon	13	13	0
	237	Smith Center	125	105	20
	238	Kensington	45	42	3
STAFFORD	349	Stafford	87	77	10
	350	St. John-Hudson	96	60	36
	351	Macksville	62	60	2
STANTON	452	Johnson	115	91	24
STEVENS	209	Moscow	22	22	0
	210	Hugoton	80	62	18
SUMNER	353	Wellington	440	332	8
	356	Conway Springs	45	32	13
	357	Belle Plaine	170	82	88
	358	Oxford	180	83	97
	359	Argonia	60	32	28
	360	Caldwell	125	70	55
	509	South Haven	92	48	44
THOMAS	314	Brewster	32	43	-11
	315	Colby	190	112	78
	316	Rexford	61	41	20

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
TREGO	208	WaKeeney	226	128	98
WABAUNSEE	329	Alma	123	103	20
	330	Eskridge	335	100	235
WALLACE	241	Sharon Springs	95	79	16
	242	Weskan	27	29	-2
WASHINGTON	221	Mahaska	162	77	85
	222	Washington	117	89	28
	223	Barnes	283	62	221
	224	Clifton-Clyde	103	84	19
WICHITA	467	Leoti	230	174	56
WILSON	387	Altoona	106	71	35
	461	Neodesha	454	171	283
	484	Fredonia	419	206	213
WOODSON	366	Yates Center	236	160	76
WYANDOTTE	202	Turner	1083	709	374
	203	Piper	241	128	113
	204	Bonner Springs	755	438	317
	500	Kansas City	12,673	10,511	2162

SCHOOL FOOD SERVICE STAFF NEEDS ASSESSMENT

The School Food Service Section assessed the needs of the school food authorities through a postcard survey on January 12, 1978. Although the study is not complete, as of January 20, 1978, 43 percent of the 395 school food authorities included in the assessment had responded. The compilation of data, thus far in the study, is as follows:

1. **The Supervisory Assistance visits of the School Food Service Personnel are . . . .**

Too Frequent	5	4	3	2	1	Too Seldom
Responses	*5*	*8*	*125*	*15*	*14*	

2. **The Supervisory Assistance offered by the School Food Service Personnel is . . . .**

Helpful	5	4	3	2	1	Of Little Use
Responses	*76*	*46*	*38*	*5*	*4*	

3. **The results of the Supervisory Assistance visit should be referred to . . . .**

	Responses
Superintendent	*101*
Principal	*31*
School Food Service Director	*70*
School Cook	*35*
Authorized Representative	*67*
Other . . i.e., School Board, Bookkeeper	

4. **The areas in which you want more Supervisory Assistance are . . . .**

	Responses
Accountability and Reports	*59*
Increasing Participation	*27*
Applications for Free and Reduced Price Meals	*8*
School Breakfast Program	*5*
Facility and Equipment Planning	*32*
Purchasing, Such as Product Specifications	*24*
Other . . i.e., Food Waste, Menu Planning	

The final results of the assessment will be included in the objectives of the fiscal year 1980 plan.

APPENDICES

DEFINITIONS

Attendance Center ..... A school where meals are prepared and/or served.

Authorized Representative ..... A person designated by the school food authority or sponsor to enter into any agreement with the State Department of Education and to act for the school food authority or sponsor in preparing or signing any other documents, reports, and claims for reimbursement.

Base Kitchen ..... A kitchen preparing food for itself and one or more satellite schools.

Child ..... A person under 21 chronological years of age, or a student of high school grade or under. (National School Lunch Program)

Child Care Center ..... Any licensed, nonschool, public or private nonprofit organization providing day care services where children are not maintained in permanent residence.

Children ..... Persons under 19 chronological years of age. (Child Care Food Program)

Compliance Review ..... An on-site visit to see if regulations are being met.

Federal Fiscal Year ..... A period of twelve calendar months beginning October 1 and ending September 30.

Free Meal ..... A meal for which neither the child nor any member of his or her family pays or is required to work in the schools' lunch program.

stitution ..... A child care center as defined or a sponsoring organization as defined.

Local Funds ..... The funds from sources within the state which are eligible to be counted in meeting the matching requirement: (1) funds expended for the program, including program administration, by the state or its political subdivisons or by or on behalf of any school food authority from any source of state or local funds (including, but not limited to, children's payments), except funds expended for land or the acquisition, construction or alteration of buildings; and (2) the value of commodities, services, supplies, facilities, and equipment, donated to the program, except the value of commodities donated by FNS or the value of land or the rental value of buildings used in connection with the Program....

Management and Technical Assistance ..... A team activity conducted cooperatively by the Food and Nutrition Service Regional office and the state agency to assist major city school systems in the administration and operation of child nutrition programs.

Nonfood Assistance Funds ..... Funds made available for the purchase or rental of equipment for the initiation, maintenance, and/or expansion of child nutrition programs. (Section 5, Child Nutrition Act of 1966)

Offer vs. Serve ..... A food-serving procedure in which senior high school students are offered all four components of a lunch, but are required to take only three of five food items for the lunch to be eligible for reimbursement.

On-Site Review ..... A visit to a participating school or service institution by a School Food Service Specialist for the purpose of providing supervisory assistance.

Overclaim ..... A claim for any amount in excess of that which is legally reimbursable.

Participation Rate ..... A number equal to the number of meals which meet minimum requirements served during a specified time.

Private Nonprofit ..... Not conducted for the purpose of profit and thus exempt from income tax under section 501(c)(3) of Internal Revenue Code of 1954.

Reduced Price Meal ..... A meal which is priced less than the full price of the meal. Neither the child nor any member of his family is required to work in the school food service program.

Reimbursement ..... Financial assistance paid or payable to school food authorities and institutions participating in the program for meals meeting the requirements served to children.

Reimbursement Claim ..... Claim submitted monthly to provide sufficient data for justifying compensation for meals and/or milk served during the reporting period.

Satellite School ..... A satellite serving center receiving food from a base kitchen.

School ..... Any public or nonprofit private school of high school grade or under, and any public or licensed nonprofit private residential child care institution.

School Food Authority ..... A governing body which is responsible for the administration of one or more schools or institutions and which has legal authority to operate school food service programs.

Scramble System ..... A food-serving procedure where customers choose from portioned servings at food stations.

Single, Self-contained Kitchen ..... A single, self-contained preparation and serving center.

Sponsor ..... A child care center as defined or a sponsoring organization as defined.

Sponsoring Organization ..... Any public or private nonprofit organization which is an independent entity responsible for the management of the food program in one or more child care centers or family and group day care homes.

State Administrative Expense Funds ..... Funds from federal sources allocated to the state to be used in administering the Child Nutrition Programs.

State Fiscal Year ..... A period of twelve calendar months beginning July 1 and ending June 30.

Supervisory Assistance Review ..... An activity to assist local school food authorities and sponsors in their administration and operation of child nutrition programs.

Underclaim ..... A claim for an amount less than that which is legally reimbursable.

Walk-over School ..... An attendance center which moves children to food preparation and serving center.

Warrant ..... A check paid to the school food authority or sponsor for meals and/or milk claimed for reimbursement during a reporting period.

The following definitions were adopted for all state plans by the Executive Committee on April 15, 1977.

Goal ..... An abstract or theoretical, but concise, statement which defines the desired results toward which the organization's efforts are directed.

Objective ..... A concise statement indicating a desired outcome of a program which will contribute to a goal to which it is related, but, unlike the goal, is stated in realistic achievable and measurable terms.

Types of Objectives

Operational or Process Objective ..... A statement identifying a specific responsibility relative to specific tasks to be accomplished within a defined time frame.

Product Objective ..... A statement indicating an expected specific product to be accomplished within a defined time frame.

Activity ..... Action or procedure designed to accomplish the specific objective which has been established for a specific program.

Strategy ..... Summation of activities designed to accomplish an objective.

State Plan for Fiscal Year 1979
School Food Service

The following are the comments received from the State Governor, or his designated agent, on the Annual Program Plan.

STATE OF KANSAS

RECEIVED
MAR 10
COMMISSIONER
OF EDUCATION (B)

OFFICE OF THE GOVERNOR
State Capitol
Topeka

ROBERT F. BENNETT
Governor

March 7, 1978

Commissioner Merle R. Bolton
State Department of Education
120 East Tenth Street
Topeka, Kansas 66612

Dear Commissioner Bolton:

I have reviewed the FY 1979 School Food Service Plan, prepared by your Department. This plan builds on your past efforts to make these federally-required state plans useful management and priority setting documents for the various programs your Department operates.

The 1979 plan indicates to what extent the objectives in the FY 1978 plan have been accomplished as of this date. As well, needs assessment data is presented on both the need for greater participation of students in the programs and the training and technical assistance needs of local food service staff.

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Even though this is one of the best plans prepared by your Department, improvement can be made in the area of program evaluation. There is a need for evaluating the outcome of state technical and financial assistance in increasing participation and reducing waste in the school lunch program. While state staff have assisted local directors in achieving these goals, no information is presented on the outcome of these efforts. Addition of this information will help in the allocation of state staff technical assistance and in the use of nonfood assistance funds.

I urge your continued efforts in making these plans more useful planning and management documents.

Very sincerely,

Robert F. Bennett
Governor of Kansas

RFB:HEF/ssg